**CURRICULAM VITAE**

Habeeb

[Habeeb.262160@2freemail.com](mailto:Habeeb.262160@2freemail.com)

**Carrier Objective**

To pursue the career as an Accountant which is challenging, responsible and affords the opportunity of utilizing knowledge, experience, leadership, communication skills and computer experience.

**Work Experience:**

(More than 10 years experience with Gulf and India)

Organization **M/s. Project Development Company W.L.L**,

Designation **Assistant Chief Accountant**

Industrial Industrial Catering

Duration of work: **2006 June to till date**

Organization: **Lagan Establish (KSA)**

Designation: **Accountant**

Industrial : Trading & Service

Duration of work: One Year

Organization: **Syed Ammal Trading & Cont.**

Designation: **Accountant.**

Industrial : Trading

Duration of work: 2 Years & 6 Months

**Current Job Roll**

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| **Sector** | **Work flow** |
| **AR , AP & Cash Clearance Account** | * Supervision on the AR and Revenue Vs Deposit Schedule monthly basis. * Supervision on the AP Payments with SOA & other related Dues. * Checking the Payments & Collections * Preparing the Monthly Bank Balance report. Cash & Chq Collection, Deposit reports. * Monitoring the Daily Cash flow. |
| **Budget** | * Budget Monitoring & controlling * Preparing the analyze report of budget vs. actual variance |
| **Accounts Closing** | * Preparing the P&L for all the Projects & Consolidated P&L. * Preparing the Balance sheet * Preparing the Budget Comparisons with Project P&L. |
| **Reconciliation** | * Bank Reconciliation * Inter Departmental reconciliation * Checking & Monitoring the AP & AR Reconciliation. |
| **Related to Payroll** | * Checking the Vacation settlement, Indemnity and Other Benefits. * Checking the Salary, Overtime & Other allowances. |
| **Fixed Assets** | * Supervising and Checking fixed asset movements and confirming the records with site accountant’s & Depreciation for the Assets. * Supervising asset disposal and additions. |
| **Journal & Others** | * Passing the Necessary month end journals. * Checking all the Amortizations & Passing the Entries * Checking all the Prepayments & Deposits * Checking Control & Suspense Accounts * Preparing the Schedules and reports for Interim & Annual Audit |

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| **Further Experience** | |
| **Accounts Payable** | * Checking PR , LPO with Invoices * Checking the AP Ledgers with SOA * Preparing the Payments as per the Credit Terms or Limits * Maintaining the reconciliation of AP. |
| **Accounts Receivable** | * Preparing the Daily & Monthly Invoices (Cash & Credit) * Preparing the Monthly Cash Sales , Credit Sales Report * Follow up & Collecting the Receivables & other Dues * Maintaining the Reconciliation of AR. * Preparing the Sales Commission & Incentive and other benefits |
| **Miscellaneous** | * Monitoring Customers Local orders and Deliveries * Preparing the Sales order Vs Delivery reports * Checking the Re order level * Maintaining Records for the prepayments & Amortizations * Calculating the Cost * Petty Cash Reconciliation & Reimbursement * Analyzing the Stock Movements |
| **Final Accounts** | * Preparing Profit Loss for the Project & Consolidate * Preparing and submitting of Balance sheet * Preparing the control accounts * Establishing & maintains of company financial procedures |

**Educational Qualification**

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| **Year** | **Institution** | **Award/Qualification** |
| **1997 -2000** | **Bharathithasan University, Trichy, India** | **Bachelor of Commerce (B,Com)** |
| **2000** | **SS Computers**  **Trichy. India** | **Diploma in Computer Accounting Management (DCAM)**  **( DOS, Ms Office, Tally 5.4 )** |
| **2004** | **CSC Computers**  **Ramnad. India** | **Diploma in Office Automation (DOA)**  **(Ms Office 2003 , Tally 6.3 )** |
|  | **Training & Work Experience**  **(ERP System)** | **Peachtree , Focus 5 & Focus RT** |

**Personal Details**

**Gender: Male**

**Civil Status: Married**

**Language Known: Tamil, English, Hindi, Malayalam & Little Arabic.**

**Date of Birth: 01-06-1980**