**Application for the post of Senior Accountant**

**Reason for Career move: Better Exposure**

**Objective:**

A result oriented individual with a capacity to discharge assignments in a responsible manner, looking for a challenging position where I can exhibit my ability and skills.

**My core competencies & generic experience encompass the following aspects:-**

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| --- | --- |
| Writing Books of Accounts.  Bank Reconciliation Statement  Cash follow statement  Preparing receivables report  Preparing payables report.  Bank loan procedure.  Credit Application Facility  Letter of Credit facility  Bill of Lading as per LC document  Reconciliation of Vendors accounts  Quoting Tenders.  Communication & Follow up with supplier. | Inventory Management & Stock verification.  Overseas supplier payment as per term and conditions  Account statement for debtors and follow up Custom Clearance work like certificate of Chamber of Commerce, Certificate of Conformity.  FOC, Samples & replacement calculation  Reporting & documentation.  Verify all activities are carried as per company policy and rules.  Preparing Profit and Loss a/c & Balance sheet |

**Achievements :**

* Attended Tally ERP, Accountancy Training – OHI Marine LLC
* Attended Aviation Security Awareness Training, United States and Qatar Amiri Flight Bonded Warehouse Operation Training, Food Safety Training – Qatar Airways.
* Attended Lowrance Navigation Equipment Training in Dubai.

**WORK EXPERIENCE (Brief profile)**

1) Working with RR Electrical Middle East FZC – Sharjah (RR Electrical products)

Designation: Accounts Officer. Duration: 01-04-2016 to till the date.

2) Worked with Wirtha Abdullah Bin Salim Al Ghilani Trad. Est. Jalan – Oman ( 10mtr, 14mtr & 22mtr Fibre Boat Builder with Diesel Engines.)

Designation: Chief Accountant. Duration: 07-09-2014 to 07-01-2016 (1 year + 4 months).

3) Worked with Oman Holding International Marine LLC (Yamaha), Muscat - Oman.

(Yamaha outboard Engines, Yamaha Boats, Yamaha Wave Runners, Yamaha spare parts, Gulf Craft & Silver Craft Boats, Jet Docks, Lowrance Navigation Equipment etc.)

Designation: Accountant. Duration: 23-06-2011 to 08-06-2014. (3 years)

4) Worked with Qatar Airways, Doha – Qatar

(Catering food items, Duty Free items & Airline Catering Equipments)

Designation: Warehouse Controller. Duration: 29-07-2002 to 01-02-2009. (6 years + 6 months)

4). Worked with Goodwill Apparel Impex, (Exporter & Importer of Garments),

Mumbai, India.

Designation: Accountant. Duration: 04-05-1999 to 20-07-2002. (3 years + 2 months)

Detailed Experience:

As Chief Accountant & Accounts Officer:

* Writing Vouchers, Cash Books, Ledger, various Registers, Purchase and Sales Books, salary register, Vendors accounts, reports Etc.
* Bank Reconciliation Statement.
* Letter of credit procedure & foreign remittance procedure
* Bank loan procedure, Credit Facility application procedure.
* Quoting Tenders & follow up with supplier.
* Liaison with Bank and Auditor and Tax consultant.
* Preparing report of receivables & preparing report of payables.
* Purchase management as per company rules.
* Inventory management.
* Preparing cash flow statement.
* Preparation of Profit and loss A/c and Balance Sheet.

As Bonded Warehouse Controller:

* Managing day to day operations of the Duty Free and Warehouse.
* Tracking & maintaining inventory levels in the assembly and stores for all items required. Administering & management of non-moving inventory and ensuring regular disposal of surplus inventory, proper documentation of inventory. Independent handling of stock takes process.
* Maintaining cordial relations with supplier & customers& sales team etc.Forecast Accuracy in market logistics, inbound / outbound clearance time, warehouse freshness. On time delivery on shelf availability. National & regional availability.
* Accountable for database activity in the Warehouse.
* Imparting /organizing training programs for achieving pre planned business targets. Leading, training & monitoring the performance of team members to ensure efficiency in sales operations and meeting of individual & group targets
* Identifying training needs and preparation of training modules, schedules & batches for imparting training including measurement of effectiveness.
* Manage all operational aspects of the catering Dept. To ensure that the in – flight product is delivered to agreed standards and within budget. Manage the bar packing and dry stores functions in Doha. Help in Menu planning. Help in Galley & Stowage Planning.
* Communications to Caterers / Key Suppliers provide appropriate operational support for new station start-ups.
* To control monthly staff allocation and effective utilization of staff.
* Arrange customs clearance to clear the goods and maintain adequate stock level.
* To help in creation of purchase order and purchase procedures.
* Ensure FIFO is Maintain for Main freezer & Dry Store.
* Ensure adherence and implementation of Hygiene & Safety procedure as per Government rules.
* To take special tasks given by management.

**Academic Background:**

* Master of Commerce from Mumbai University in 2001.
* Post Graduate Diploma in Computer Application from Mangalore University in 1999.
* Bachelor of Commerce from Mangalore University in 1998.

Personal Particulars:

Date of Birth :14th October 1977

Place of Issue :Bangalore

Nationality :Indian

Religion :Roman Catholic

Marital Status :Married

Languages Known :English, Hindi, Kannada, Konkani, Arabic.

Driving Licence :Valid Omani driving licence.

**Skills:**

* Proficient in MS Word and MS Excel.
* Excellent accounting knowledge.
* Proficient in accounting software: Tally ERP, AS 400, Citrix Access Application, Buroware, Oracle, Financial Navigation.

**References:**

* Provided upon request.