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| **CURRICULUM VITAE:** | | **ROOPESH KUMAR** | |
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| ROOPESH  [ROOPESH.265696@2freemail.com](mailto:ROOPESH.265696@2freemail.com) | | | 3199.JPG |
| **Career Objective** | | | In pursuit of responsible position in competitive, challenging and performance oriented environment leading to professional satisfaction through proper utilization of my initiatives and abilities. An ability to work under pressure and time-sensitive environment. Strongly self motivated, enthusiastic and committed to professional excellence. Looking for a challenging opportunity with reputable company/group. |
| **Personal Details** | | |  |
|  | Date of Birth | | 13th May-1981 |
|  | Gender | | Male |
|  |  | |  |
|  |  | |  |
|  | Marital Status | | Married |
|  |  | |  |
|  | Total Years of Experience | | India : 2 years  Abroad: 6 years and above |
|  |  | |  |
|  | **Joining Availability** | | **Immediately.** |
|  | Nationality | | Indian |
|  | Current Location | | Dubai |
|  | Qualification | | B.com |
|  |  | |  |
|  | Language | | English, Hindi, Malayalam. |
| Academic Qualification | | |  |
|  | Qualification Level | | * Bachelor of Commerce Degree   From Calicut University.  Kerala, India.(1998-2001) |
| Computer Awareness | | | |
|  | Accounting software  Others | | SAP, Tally , Navision.  Ms-office, MS-Access. |
| Work Experience | | |  |
| **1** | **Employer** | | **Bridgestone Middle East & Africa**  **Jebal Ali Free zone**  **Dubai -UAE** |
|  | Company Profile | | The company is reputed tire manufacturing group based in Japan. |
|  | Position | | Accountant. |
|  | Period | | 10-Oct -2012 to 28-Feb-2016. |
|  | Activities | | Accounts & Finance. |
|  | Key Responsibilities | | * P&L and Balance Sheet and Quick reports. * Preparations of Actual / Budget and reporting to Various Dept GM’s. * Opex control reports. * Assisting financial analyst for preparing various reports. * Database management in Access. * Preparing of Accounts Receivables and follow up. * Preparation of bill of exchange, verification of LC Documents and sending to bank. * Invoice booking and GRN Clearing in SAP. * Receipt Entry and Bank Reconciliation. * Disburse petty cash and entry in SAP. * Payments –Online transfer and Check preparation. * Preparation of Debit Note & Credit Notes. * Dealing with bank regarding LC confirmation, discrepancy and etc... * Employee Cash Report Verification and Posting in SAP as per Cost Center vise. * Monthly payroll preparation-WPS. * Responsible for salary transfer of branch staffs. * Advance account scrutiny and control. * Fixed Asset schedule maintaining. * Verification of Branch cash report and entry in SAP. * Handling accounts of accounts of Sister Concern and reporting to Finance manger and GM. * Intercompany reconciliation, Prepaid entries, provision entries, etc… * Controlling POS, daily reconcile of Credit card sales and cash sales. |
| **2** | **Employer** | | **Dodsal Engineering & Construction LLC-Dubai-UAE.** |
|  | Company Profile | | The company is reputed EPC contractor in Middle East and India in the field of Oil and Gas. |
|  | Position | | Accountant |
|  | Projects Handled | | 1. **Qarn Alam Steam Project –Oman** |
|  |  | | Period:- Feb-2008 to 17th Nov-2011 |
|  |  | | 1. **Sha Gas Development Project-Abu Dhabi**. |
|  |  | | Period: - Nov-2011 to Sep-2012. |
|  | Activities | | Accounts & Finance – working under SAP Package. |
|  | Key Responsibilities | | * Matching invoices with internal P.O. * Verification of invoices with relevant documents and booking in SAP. * Resolve invoice discrepancies * Reconciliation of supplier and subcontractors account. * Monthly Salary processing . * Monitoring bank balance , Bank payments and monthly Bank reconciliation * Assist in month end closing. * Control of Hired Equipments, invoice and times sheet tracking. * Preparation of Payments and transfer letters. * Preparation of Employee settlement. * Preparation Debit notes to Contractors. * Maintaining cash account and etc... * Co-ordination with Procurement Dept for PO and Work Order * Co-ordination with material and store Dept for GRN and D.O. * Preparation of Vender ageing report * Preparation of Monthly Liability statement. * Preparation of monthly Fuel consumption report, etc… * Other duties as assigned by the management. |
| **3** | **Employer** | | **Arabtec Construction Co. Dubai, UAE, an ISO**  **9001-2000 Certified Construction Company.** |
|  | Position | | Asst Accountant-Costing Dept. |
|  | Period | | April-2005 - –Nov-2007. |
|  | Activities | | Cost Control Dept. (Living Division) |
|  | Key Responsibilities | | * Salary allocation and posting to different projects. * Verification of the Invoice with Delivery notes, Store receipt voucher and local purchase order from the purchase department. * Wages distribution. * Verifying Internal Plant Invoice and cross checking with Equipment Control Card. * Allocation of cost to projects. * Interacting with store keepers for clearing the invoice and work related matters. * Verifying the Job Cards and cost allocation to various projects. |
| **Work Experience** | | |  |
| **4** | **Employer** | | **Ogaan Publication Pvt Ltd – Mumbai -India.** |
|  | Position | | Accounts and Administrative Executive. |
|  | Company Profile | | The Company is an authorized publisher of reputed fashion design magazine “ELLE” in India. |
|  | Date of Joining | | Sep-2003 |
|  | Date Left | | Mar-2005 |
|  |  | |  |
|  | Key Responsibilities | | * Handling total accounts of the company. * Passing day-to- day accounting entries, payments, receipts. * Responsible for reconciliation of – Bank accounts, gather, sort and research records and files to provide factual data and trace discrepancies to reconcile accounts. * Preparation of Cash Flow. * Performed data entries of suppliers and customers invoices. Perform reconciliation of creditors and debtors. * Sending debtors outstanding report to marketing executives on monthly basis. * Controlling the office expenses such as petty cash, etc... * Preparation of documents for foreign currency payments. * Preparation of Payroll. * Preparation of Trial balance. * Preparation of P&L A/c & Balance Sheet. * Interaction with bank. * Interacting with various departments regarding work related matters. |

I declare that the above furnished information is true and best of my knowledge.

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