**First Name of Application CV No 1643820**

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**OBJECTIVE**:

##### OBJECTIVE

Seeking a responsible and challenging career in an organization having dynamic environment where I can apply my expertise for achieving organizational goals and conductive to rapid growth within the organization

##### EDUCATIONAL QUALIFICATION

|  |  |  |
| --- | --- | --- |
| **Educational Qualification** | **College / University** | **Year** |
| **B.com** | Vinoba Bhave University, Hazaribagh Jharkhand, India | **2005** |
| **Intermediate of commerce** | Jubilee College, Hazaribagh, Jharkhand  | **2002** |
| **Matriculation** | ANS High School, Hazaribagh, Jharkhand | **2000** |

**WORK EXPERIENCE**

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1. **From April 2009 to Feb. 2016 – Senior Accountant - Golden Group of Companies, Muscat, Oman**
* **About Companies:** Engaged in Trading (International Golden Furniture), Manufacturing, Hotel Industries (Safeer Group of Hotels), Construction and Real Estate (Al Sedrah Real Estate/ Al Tajdeed Al Omaniya)

**Job Responsibilities:-**

* Payroll processing& Accounting– Staff (50 Nos) and Labourers (500 Nos): Verification of payroll statement with supporting as received from HR – Make necessary corrections/adjustments for deductions and others
* Post accounting entries in proper sub ledgers and cross verification (Control total – Manual Vs accounting JV)
* Responsible for whole Accounts Payable system as detailed below (Prepare, scrutinize & maintain accounts payables)
* Follow up for purchase invoice from operations/purchase team (internal) and vendors (external) for advances and reporting to manger over long pending advances
* Verification of invoices with reference to Good Receipts Notes and Purchase Orders (Three way match) and booking the same in system (Axpert)
* Following up and sending weekly reports on Pending GRNs (for invoices) and pending POs
* Assisting manager in making monthly provisions for purchases and expenses
* Prepare intercompany Reconciliation and get the same approved by Manager
* Assisting Financial& Accounts Manager in Monthly MIS –(P & L, B/S Long pending Debtors Aging, Sales and Collection performance)
* Follow up of IOUs and Travel Advances – Reporting to Manager over long pending
* Bank reports &Reconciliation of Statements (BRS) and get it approved by Manager
* Co-ordinating with Debtors/Creditors for A/c for statement of accounts (SoA) and its reconciliation
* Handled & maintained petty cash Book
* Handle cash payments
* Liaison and co-ordination with external auditor and furnishing information required.

**b) From August 2007 to March 2009 - Accountant and Audit Assistant- T.P. Dangi & Associates, Mumbai based CA Firm, India**

**Job Responsibilities:-**

* Preparation of Income statement for individuals (status)
* Working out Sales Tax Payable and Filing sales tax returns (monthly/yearly) with Commercial Tax Department as per local sales tax Act
* Preparation of financials (Profit & Loss A/c and Balance sheet) for individuals
* Maintaining books of accounts and accounting records (Daybook, Cash/Bank Book, Ledgers, Stock Records) on behalf of clients belonging to various industries Trading manufacturing and service
* MIS Reports like Sales (Location wise/Product group wise), Profit and loss A/c along with comparisons and notes for major changes and stock status report
* Periodical physical verification and its reports
* Tax audit and report reparation under Income Tax Laws
* Making accounting entries for sales, purchase and other JVs for major expenses
* Sales and purchase audit in line with composition Scheme
* Working out Share of Profit for ‘demat’ account holders

**C) Nov 2005 to June 2007 - Junior Accountant -Tata Iron & Steel Co., Jharkhand, India**

**Job Responsibilities:-**

* Handled cash payments and petty cash
* Booking Cash Payment and Receipts as approved by Finance Manager
* Preparation of Bank Reconciliation statement on weekly basis and get approved by Finance Manager
* Maintaining Stock ledgers (Inventory)
* Maintaining material receipt & issue register
* Co-ordinate/Assisting with Auditors at the time of physical verification of Stock
* Passing Stock Adjustment entry after proper approval

##### COMPUTER SKILLS

* M.S office, Excel.
* Tally 7.2, Tally 9, (Accounting package) EPMS & Expert
* Internet Applications

##### SKILL SETS

* Flexible to organizational changes and ability to cope up for any kind of work pressure
* Fully proficient in managing external and internal relationship
* Independent as well as team player
* Hard working

##### PERSONAL DETAILS

Nationality **:** Indian

Languages **:** English, Hindi, Urdu

Marital Status **:** Single

Sex **:** Male

Date of Birth **:** 05th June 1983

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