**First Name of Application CV No 1645338**

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Career Objective

To take up any challenging job matching my education, work experience and abilities. I am a good learner and able to work independently or as part of a team and can handle the assigned job competently.

Profile –Accountant& Purchase Officer

* A result driven Accountancy and Finance Professional with 10 yearexperience in India and UAE
* Holding a degree in Commerce (B.Com)
* Proficient in ERP Tally and MS Office application
* Comprehensive problem solving skill
* Self-motivated, responsible natured, disciplined and well organized

Employment Summary

|  |  |  |
| --- | --- | --- |
| Organization Name | Designation | Duration |
| Smart Health Medical Equipment Trading LLC, Sharja, UAE | Accountant&Purchase Officer | June 2014 at Present |
| Muthoot Finance Ltd, India (NBFC) | Assistant Manager (Operation) | Nov 2007 to April 2014 |
| Setlite Engineers Ltd, India  | Administrative Assistant | June 2006 to Oct 2007 |

Professional Experience

ACCOUNTANT (Smart Health Medical Equipment Trading LLC), UAE

(June 2014 at present)

* Recording of day to day transaction using accounting software (ERP: 9)
* Maintaining journal books of accounts
* Passing necessary accounting entries in books of account
* Handling petty cash of the company
* Managing accounts receivables and payables
* Preparing Bank Reconcile statement
* Preparing Monthly sales report of Individual sales person for meeting
* Daily followup for collecting payments as per the agreed credit terms
* Preparing cash flow plan
* Preparing monthly incentive reports of sales team
* Preparing Credit note
* Checking, verification and posting all cash & bank transactions in the system
* Preparing quotation for Ministry of Health and private hospitals
* Tracking the payment of invoice
* Maintaining payroll and processing salaries
* Preparing business report as per requirement
* Tracking sales orders to ensure that they are scheduled and sent out on time
* Effectively communicating with customers in a professional and friendly manner.
* Ordering and ensuring the delivery of goods to customers.
* Supporting the field sales team.
* Resolving any sales related issues with customers
* Responding to sales queries via phone, e-mail and in writing

Purchase Officer (Smart Health Medical Equipment Trading LLC), UAE

(June 2014 at present) Medical Equipments, Instruments and Disposable Items

* Reviewed and approved Local and International purchase orders before ordering goods.
* Contacted vendors to obtain price quotes and performed negotiations
* Ensured that all purchase operations were performed in accordance with company policies and procedures.
* Preparing import documents for MOH approval
* Verifying receipts and prices of goods from supplier
* Maintained records of all purchases.
* Coordinated with suppliers to ensure that goods are delivered on-time.
* Negotiated price and terms with suppliers.
* Inspected goods for any defects and missing parts.
* Performed purchase operations within the assigned budget.

Assistant Manager Operations (Muthoot Finanace Ltd ) India

(Nov 2007 to April 2014)

* Ensuring that branch adheres to the Know Your Customers norms
* Preparing BRS and performing other bank related transactions
* Cash handling on daily basis and maintaining cashier’s scroll
* Preparing vouchers and posting entries in system
* Maintaining the status of fund
* Doing inward and outward money transfer
* Dealing with foreign exchange transaction
* Daily Monitoring and approval of KPI report & CRM Reportof Customer Care Executive
* Dealing with auditors, inspection and compliance and preparing audit reply
* Ensuring smooth flow of financial transaction at branch level
* Handling various monthly basis branch expenses and maintaining associated registers
* Preparing Monthly budget for expenses and send to Regional Office for Sanction
* Coordinating with various local and state level government department
* Maintaining branch security system and associated registers and preparing weekly

security report

* Maintaining stationary indent stocks and associated registers and preparing indent

report on monthly basis

* Sending notice and legal reminders to NPA customers
* Contact with potential NPA and NPA customers and make them advise how to regularize

accounts

* Processing One Time Settlement process for NPA accounts holders
* Preparing recovery report on weekly and monthly basis
* Conducting Weekly Recovery meeting and report send to Regional Office

Administrative Assistant (Setlite Engineers Ltd )India (June 2006 to Oct 2007)

* Managing all office files
* Preparing reports
* Coordinating with various department inside and outside of organization
* Receiving incoming and outgoing documents and maintaining register
* Maintaining various office level expense
* Inventory control and management

EDUCATION:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Subject | Year  | University/Institution | Division |
|  B Com | Cooperation | 2005 | Mahatma Gandhi University | 1st |

## Other skill:

* MS Office, Tally, Internet, Outlook and Email application
* Presently working with Tally ERP 9
* Worked in CBS Platform at Muthoot Finance Ltd

## Personal Details:

Date of Birth 25/05/1985

Nationality Indian

Marital Status Married

# Languages Proficient in English, Hindi and Malayalam