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| **First Name of Application CV No 1647522**Whatsapp Mobile: +971504753686 New_logo.gifTo get contact details of this candidate Purchase our CV Database Access on this link.<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> |
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**career objective**

A competent, diligent and result oriented professional with expertise in the domain provided. I desire to take my career to the pinnacle of success by setting high standards of performance and achieving my goals as an objective.

**ORGANIZATIONAL EXPERIENCE**

**1. Organization: Al Bassam Rak Plastic Industries L.L.C in Ras-al-Khaimah, United Arab Emirates**

**CAREER PATH**

**Designation:** Accountant **(Aug’ 2010 – Present)**

**Duties & Responsibilities**:

* My deliverables included maintenance of books of accounts for the entity.
* I administered daily book keeping, prepared cash book, bank book, facilitated audits, updated reports, and managed working capital apart from finalization of books of accounts periodically.
* Preparing LC request
* Trust Receipt
* PDC Cheques Discounting
* Bank Reconciliation Statement
* Maintaining Fixed Asset Register
* Managing the Accounts Payable by ensuring suppliers’ payment on time, regular review of ageing report
* Cash Disbursement
* Finalization of accounting procedures according to IFRS Standards
* Managed accounts payable, accounts receivable, and payroll departments.
* Customers and suppliers reconciliation on monthly basis.
* Prepared monthly& annually company accounts and reports, submitted to Finance Manager.
* Assist with auditors both Internal and External during audits.
* Prepared Cash Flow on Monthly basis.
* Bank Reconciliation on daily basis.
* prepared payroll function for 50 employees, Employee benefits(Allowances,Omission,other benefits)
* Monitored and recorded company expenses.
* Bank Reconciliation, Inventory, Petty cash, etc...

**PRE-MBA EXPERIENCE**

**2. Organization: M/s Adarsha Automobiles Hyderabad, India (2005 - 2007)**

**Designation:** Office Assistant

**ACADEMIC CREDENTIALS**

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| **YEAR** | **DEGREE** | **INSTITUTION** | **PERCENTAGE** |
| 2009 | M.B.A – Finance | Jawaharlal Nehru Technological University, Hyderabad, India | 72% |
| 2005 | B.Sc.( Mathematics, Computer Science) | Kakatiya University, Warangal, India | 62% |
| 2002 | H.S.C. (MPC) | Board of Intermediate Examination, Hyderabad, India | 62% |
| 2000 | S.S.C. | Board of Secondary Education, Hyderabad, India | 62% |

**COMPUTER PROFICIENCY**

* Ms. Office, Accounting packages(Tally), E-promis
* Taxation,Oracle Financials(11i).

**EXTRAMULAR ENGAGEMENTS**

* Participated in seminars, Power Point Presentations in college.
* Worked as volunteer in an event by name **BUDDING MANAGER** of SANKETIKA-2008 of Lords Institute of Engineering & Tech. Hyderabad, India.

**PERSONAL MINUTIAE**

**Date of Birth** : 06-06-1985

**Gender** : Male

**Marital Status** : Married

**Nationality** : Indian

**Linguistic Abilities** : English, Hindi, Urdu& Telugu