Ajaikumar

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**Experienced Finance & Accounts Professional**

Highly motivated and focused accounts & finance professional with 14+ years of work experience. Expert in finalization of accounts, preparation of budget, preparation and submission of tenders and quotations, Tally, Sage, Quick Books & Peach Tree. Very good knowledge of IFRS & IAS. Ready to work under pressure.

**Present Assignment**

**Freelance Senior Accountant in Dubai (Apr 2015 to Till Date)**

**Responsibilities included:**

* Advise clients on implementation of accounting system & internal controls
* Supervise the preparation of budgets and analysis of variances Conduct feasibility study on new projects.
* Ensure effective fixed asset and inventory controls are applied
* Ensure all daily transactions are correctly entered in to the system.
* Prepare MIS, bank reconciliation, elated party reconciliation, vendor and customer reconciliation, etc
* Prepare annual financial statements with supporting schedules.
* Calculate the end of service benefits payable to the employees.
* Liaise with & assist external auditors & implement recommendations, if any

**Work History**

**Seychelles Peoples Defence Forces, Seychelles (Feb 2011 To July 2014)**

SPDF is the defence force of Seychelles. It is comprised of army, air wing and cost guard. It comes under the direct control of President of Seychelles who is the Commanding in Chief of SPDF.

*Position Held : Finance Manager*

*Reporting to : Chief of Defence Forces*

**Responsibilities included:**

* Prepare annual financial budget for the dept. – both capital and recurring budget.
* Liaise with officers of Ministry of Finance and attending various meetings related to sanction and approval of annual budget.
* Exercise control over various expenses under different codes, checking the variances from budget figures and investigate and take corrective actions of variances
* Liaise with and assist the department’s statutory auditors (Govt. Auditor General).
* Liaise with bank officials and follow up all payments and receipts through bank
* Carry out reconciliation of actual money spent with treasury books figures
* Supervise and monitor payment of personnel payroll of all departments
* Ensure proper deduction of taxes from payments and its remittance.
* Supervise the effective maintenance and updating of fixed asset register as per government norms
* Submit actual monthly expenditure report to MOF and CDF.

**AlMansoori Production Services, Abu Dhabi (Sept 2009 To Aug 2010)**

AlMansoori Production Services is engaged in onshore and offshore well testing services. It has done well testing services all over the world. It is a major player in the field of well testing services.

*Position Held : Accountant*

*Reporting to : Manager (Finance & Administration)*

**Responsibilities included:**

* Review and study of tender documents received for well testing and other related services
* Determine the scope of work and distribute the work to various group companies depending on the nature of service
* Prepare projected Profit & Loss A/c and ROI of each well testing service (project) and submit it to the management for approval
* Determine daily rates of the service (labour, machine and comprehensive) and getting approval from management.
* Submit tenders and quotations both online and in sealed envelopes after completing all necessary formalities.
* Prepare monthly MIS to be submitted to the top management
* Monitor customer payments

**Beltexco Ltd, Jebel Ali Free Zone (Mar 2008 To Aug 2009)**

Beltexco Ltd is one of the major company engaged in the business of supply of safety items in the industrial and construction field. It is also having manufacturing units in Pakistan. It has various branches all over UAE.

*Position held : Accountant*

*Reporting to : Finance Manager*

**Responsibilities included:**

* + - * Supervise posting of all accounting entries on a daily basis
      * Handle petty cash expenses of the company
      * Make payments against import through TT/ TR/LC and its follow up
      * Prepare monthly bank reconciliation & related party reconciliation.
      * Prepare payroll, calculate end of service benefits to employees, leave salary, OT, etc
      * Prepare monthly MIS reports to be submitted to the Finance Manager
      * Submit the quarterly statements of personal expenses to the directors
      * Liaise with banks for the follow up of payments and receipts.
      * Finalize annual financial statements of the company with supporting schedules
      * Liaise with and assist external auditors of the company

**EMKE Group of Companies, Dubai-U.A.E. (Feb 2005 to Feb 2008)**

EMKE is one of the pioneers in Hypermarkets, Supermarkets and Department Stores in Middle East Asia and African countries, operating under the brand name LuLu.

*Position held : Accountant/Public Relation Dept. Accountant*

*Reporting to : Accounts Manager*

**Responsibilities included:**

* Handle accounts of Public Relations Dept. and monitor their cash expenses
* Verify and authorize payments to suppliers after ensuring proper deduction of discounts, rebates, display rents etc.
* Prepare of monthly PR office expenses report to be submitted to regional manager
* Organize and conduct annual and interim stock taking
* Ageing analysis of stock.
  + - * Bank Reconciliation, reconciliation of related party accounts, receivables & payables.

**Jyothish Dyes & Pigments Pvt Ltd, Kerala-India. (2003 to 2005)**

Jyothish Dyes & Pigments Private Limited is a manufacturer of Colour pigments*.*

*Position held : Accountant*

*Reporting to : Managing Director*

**Responsibilities included**:

* Prepare financial statements, budgets, comparative analysis of expenditure & revenue heads, reasoning for variations.
  + Cash analysis and allocation of funds.
  + File Excise, Sales Tax, Income Tax and PF returns and appear before authorities.
  + Reconcile accounts receivables and accounts payables and coordinate audit functions.
  + Analyze receivables and recovery of the same.
  + Coordinate with banks and prepare monthly reports to be submitted to banks.
  + Ensure compliance with government laws, company policies, procedures and controls.

**CeeVees & Associates, Chartered Accountants, India (2000 to 2003)**

*Position held : Audit-in-Charge*

**Works handled:**

* Statutory audit of manufacturing and trading concerns
* Audit of charitable institutions, hospitals proprietary concerns and partnership firms.
* Internal audit as per the requirement of the management