**EXECUTIVE SUMMARY**

Pro-active and result oriented financial professional with over 10 years of increasing responsibility and proven performance with various companies. Consistently demonstrated, exceptional analytical, interpersonal, communication and leadership skills throughout the career. Well-rounded experience in accounting, auditing and in cash/debtors/creditors management.

**PROFESSIONAL SYNOPSIS**

* Experienced in managing finance and accounts activities relating to payments in Shipping BPO’s.
* Well versed in cross border banking transactions including formalities and procedures involved in sending payments in most of the currencies.
* Experienced in managing books of accounts, finalizing financial statements and completing of audit procedures.
* Capable of working with multinational teams and eliciting superior performances.
* Proactive, results driven, professional, delivering excellence through effective communication, coordination, planning and execution.
* Knowledge of Global fund transfer methods like:

 O Wire transfer

 o Payments via SWIFT Network,

 o Automated Clearing House (ACH)

 o Fed wire

* Knowledge of online banking applications such as:

 o Deutsche Bank’s : DB-Direct and DB-Cinq

 o Citi Bank’s : CitiDirect and CitiConnect

**PROFESSIONAL EXPERIENCE**

 **Financial Analyst - DA-Desk FZ, Duabi, UAE (www.da-desk.com) 2009 Feb to present**

* Report to the Cash Management Officer and Port Payables Manager. The total payouts (cross border payments) on behalf of the clients have exceeded 3 billion dollars in the current year.
* Controlling of client accounts held with CITI Bank, London.
* Checking of accuracy and completeness of automated payments.
* Preparing monthly and quarterly ledgers as per client requirement.
* Controlling of accuracy and completeness regarding accounting for payments and receipts for clients.
* Reporting on a weekly basis to each client providing with detailed, real-time balance and transaction account information to enable clients to achieve optimal profitability from under-utilized funds and increase their control over the cash flows and help them turn their idle funds into working cash.
* Controlling of all foreign exchange related transactions and reporting any discrepancies to the bank for necessary action.
* Training of new employees in the Port Payables Department.
* Coordinate with other departments on the request/query received from the clients and have them resolved in quick time.
* Interface with clients/ port agents and resolve all issues related to payments, recoveries and procedures.

 **Accounts Executvie – T John Group of Institutions, Bangalore2007 Jan to 22 Jan 2009**

* Maintain book of accounts in a computerized environment.
* Passing entries of Journals, Receipt and Payment
* Preparing all statutory monthly registers like PF, ESI, and TDS as required by Tax authorities in India.
* Preparing the payroll of employees
* Bank Receipts, Payments and Reconciliation
* Maintaining Purchase Register, Sales Register, Bank Book and Cash Book in Tally accounting package.
* TDS, VAT and Service Tax quarter reconciliation and returns filing.

 **EDUCATIONAL QUALIFICATIONS**

* M.Com in Accounting & Taxation from University of Calicut, Kerala, India in the year 2005.
* Bachelor of Commerce Degree from University of Calicut in 2002.

 **COMPUTER PROFICIENCY**

* Proficient in working under computerized environment with skills in MS Office (MS Word, MS Excel & PowerPoint) and Internet Applications.
* Microsoft Office, Lotus Notes, Tally 7.2, SAGE, Wings, Softmar,office 365

**KEY BEHAVIOR SKILLS**

* Quality focus, Time management, Attention to detail, Process Excellence.

**PERSONAL PROFILE**

Date of Birth : 4th May 1981

Languages : English, Malayalam, Tamil, Hindi,Kannada

Interests : Reading, Learning

 Nationality : Indian

Marital Status : Single

**First Name of Application CV No :** **1696008**

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