Jamess

Jamess.283607@2freemail.com

Visa Type : Employment (Resigned)

# Career Objective:

 ***Wish to work for a distinguished organization, which can offer a great variety of tasks and provide challenging opportunities in the field strategic importance in the area of Finance and Accounts. As a straight forward kind of person, who is not afraid of any kind of workload in order to get the job done, would like to use analytical and interpersonal skills and creative thinking in work related. Plan to learn everything in the field of finance and to move up to higher positions in order to gain new experiences.***

Summary

***Profoundly talented and resourceful Accountant with attested MBA Certificate and has over Ten years experiences in Accounts and Finance, Analysis and Reporting, to improve the operational and financial effectiveness of the unit; extracting financial data from various accounting and other information systems; Use statistical tools for cost, financial analysis and financial reports. Preparing subsequent narrative analysis for management with the use of Tally 9 ERP and other software’s.***

# Summary of Qualifications

* ***Sound knowledge in Finance & Accounts***
* ***Strong experience with Tally other software’s operations.***
* ***Excellent communication, both oral and written skills***
* ***Strong Excel, PowerPoint and Access skills.***
* ***Experienced in balancing priorities for short –term and long range goals***
* ***Able to coordinate multiple projects and meet deadlines under pressure***
* ***Equally effective working in self-managed projects or as a team member.***
* ***Ability to adapt quickly to challenges and changing environments.***
* ***Recognized as a creative and practical problem solver.***
* ***Enthusiastic, Creative, and willing to assume increased responsibility.***

# Professional Experience

Golden Ocean Travels LLC

**Designation:  *Head Accountant (January 2016 to Till date)***

**Operational Responsibilities**

 ● Maintaining book of account,

 ● MIS report preparation,

 ● Documents verification,

 ● Suppliers and Clients Accounts reconciliation,

 ● Official letter writing,

 ● Loan documents preparation,

 ● Client’s and Supplier’s meeting,

 ● Preparing Audit documents,

 ● Cash flow analysis

 ● Cost and Actual comparison,

 ● Yearly, Half yearly, Quarterly, Month wise closing the book of Account,

 ● Finalization of book of account for statutory Audit,

 ● Reconciliation of company Bank Accounts,

 ● Review of OPEX & CAPEX Budget, forecast submission, report to Corporate,

 ● Extracting periodic reports & Cost Analysis,

 ● Treasury Management,

 ● Daily monitoring the actual expenses.

Foodie Brands Catering Service LLC

**Designation: *Accountant (March 2015 – September 2015)***

**Operational Responsibilities**

* Maintaining book of account for allocated branches,
* MIS report preparation,
* Suppliers and Clients Accounts reconciliation,
* Official letter writing,
* Yearly, Half yearly, Quarterly, Month wise closing the book of Account,
* Finalization of book of account for statutory Audit,
* Reconciliation of company Bank Accounts,
* Review of OPEX & CAPEX Budget, forecast submission, report to Corporate,
* Extracting periodic reports & Cost Analysis,
* Treasury Management,
* Daily monitoring the actual expenses.

Standard Accountants –Dubai

**Designation: *Public Accountant cum Audit Executive (January 2011- March 2015)***

**Operational Responsibilities**

* Maintaining of Clients Accounts,
* Sales and other Documents verifications,
* Reconciliation of Bank and Books of Accounts,
* Finalization of Books of Accounts,
* Handling Statutory Audits, Internal Audits,
* Preparation of Audit reports,
* Preparation and presenting Internal MIS,
* Review of OPEX & CAPEX Budget, forecast submission, report to Corporate,
* Building the yearly budget, managing monthly forecast,
* Daily monitoring the actual expenses,
* Extracting periodic reports & Cost Analysis.
* Treasury Management.

Maria Russel & co- India

**Designation:** ***Audit Executive (July 2009 – January 2011)***

**Operational Responsibilities**

* Accounting Documents **Verification and Scrutinisation,**
* Books of Accounts verification with **IAS**,
* **Finalization** of Books of Accounts,
* Preparation of **Statutory Report,**
* Forecast coordination and Reporting – **Budget Management**,
* **Bank loan** Documents verification and Scrutinisation,
* Monthly **Audit report** Preparation.
* Scrutinisation and finalization **Revenue Leakage** for Banks
* Verification and finalization of **Non-Performing Assets**
* MIS reports

Santosh University – India

**Designation:  *Accounting Officer (August 2008 – June 2009)***

**Operational Responsibilities**

∙ All kinds of Receipts and payments Maintenance Major C**ash Receipt and Payment**,

* Maintenance of **Books of Accounts.**
* Preparation of **Daily Report** to the management,
* Maintenance of Student Documents,
* Bank and Accounts **Reconciliation**,
* Student **Documents verification**,
* Coordinate with the Auditor.

Ganga Lodge-India.

 **Designation:** ***Accountant (June 2003 – June 2006)***

**Operational Responsibilities**

* All kinds of Receipts and payments Maintenance Major **Cash Receipt and Payment**,
* Maintenance of Books of Accounts.
* Preparation of Daily Report to the management,
* Bank and Accounts Reconciliations,
* CRM – Maintenance
* Allocation of Accommodation for Customer.

**Key Achievements**

* Presentation on “Price fluctuation analysis for selected IT Companies”
* Presentation on “Assets Managements”
* Conducted seminars on “CRM”
* Attended a workshop on Small Scale Industries Development organized by Anna University India

# Computer skill

* Operating systems: Windows 95,98,2000, Windows XP.
* Software: Office 2007 (Word, Excel, Power Point)
* ERP : Tally ERP

# Educational Details

* MBA, Anna University – India

(Specialization in Finance) 2006-2008 (Certificate attested with Indian & UAE Embassy)

* Bachelor of Commerce MS University, 2000-2003