**Khatri**

**Khatri.310013@2freemail.com**

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| **Background**  | Amongst my key attributes are the ability to understand, interpret and utilize complex financial information and formulae, a willingness to provide all services of treasury and fund management, the enthusiasm, motivation and work ethics to make a difference within a professional organization. Through my educational years that is B.Com, and overseas work experience I have gained in **ALMARAI** one of the Largest vertically integrated company and previous experience **in India** with the different organisations. My general working habits are Flexible, Reliable, Punctual, Working in a team, Well Presented and always learning for higher prospects. I am also able to work on my own initiative. Above all I have a positive and friendly attitude, and adaptability.  |
| **Professional Experience****Professional Experience** |

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| **Almarai Company – Saudi Arabia****(No. 1 Leading Dairy – Bakery Mfg. Multi National Company)** **Accounting Officer** **Related image(February 2015 to till date)** |

**Working Experience in Almarai :*** Sales Day end Reconciliation & session Endorsement
* Mandatory reports to be verified by finance staff during DP reconciliation
* Procedure for Weekly activities - Manual Day End Sales reconciliation
* Commencement of a new sales route
* Calculation and Payment of Sales Commission
* Incident Handling and management
* Procedure for receiving safeguarding and recording of Money
* Procedure for the deposit of cash and cheque
* Procedure for handling fake notes
* Claiming of expenses by sales location employees
* Replenishment of petty cash at sales locations
* Issuance and settlement of Floats
* Cash salary Payments & Accruals
* Managing of General Debtors
* Managing of TC customers
* HHT maintenance and repair
* Handling and distribution of shop Fridges
* Order Processing
* verification of Depot Assets
* Location finance procedures
* Weekly, AME, GME, Quarterly Audit Activities, Ad hoc reporting
* Verification of Sales Invoices
* Petty Cash & Banking
* Internal Control
* Forecasting
* Weekly Verification of Warehouse & Workshop Stocks
* Credit & Debit Notes
* LTA Procedure
* Customers for Balance Confirmation & Audit Related Participations.
* Responds to Inquiries from the Regional Finance Controller and other finance and organization wide managers regarding financial results, special reporting requests and the like.
* After Completion of 9 Month tenure got opportunity to handled depots like Jubail & Khafji during of Depot Accountant’s Vacation.

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| **AGL Panaria Pvt. Ltd.** **(Brand Name : BELLISSIMO CERAMIC TILES MFG. Company in India)** **Sr. Executive Accounts.****(October 2011 to February 2015)**  |

**Working Experience in KAC:*** ERP Accounting System
* Cash & Bank Reconciliations
* Foreign Remittance Transfer through Bank (TFCPC)
* Sales Invoice / Stock Transfer & Purchase Proper Accounting
* Import / Export Documentation
* Calculation of Credit Notes & verification
* Debtors Control / Credit Limit Control
* Asset Valuation
* Making Monthly All Branches Budget and Funds Management
* Payments of Vendors / Service Providers
* TA / DA allowances verification of Sales Team for Approval
* Dealers & Other Branches Balance Confirmation
* Daily MIS
* VAT, C Forms & F Forms
* Statutory Assessments
* VAT Audit
* Service Tax
* Professional Tax
* TDS Returns E-Filing
* P & L
* Audit Responsibility

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| **ELOFIC INDUSTRIES LIMITED****(Automobile Filter Mfg. Company – India)** **Branch Accountant****(March 2003 to October 2011)**  |

**Working Experience in EIL :*** ERP Accounting System
* Petty Cash & Banking
* Sales & Purchase
* Bank Reconciliation
* OEM’s TATA Motors, Mahindra’s Dealers Coordinating
* MIS - Reporting to Branch Head & Head Office
* Credit Control
* Collection Follow ups
* Credit Note, Debit Note
* Communication with HO
* VAT, C&F Forms, Sales Tax Assessment, VAT Audit
* ISO
* All Branches Balance Reconciliations
* Branch Audit Responsibility.

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| **STP LIMITED****(Water Proofing Chemical Mfg. Company – India)** **Branch Accountant****(May 1999 to February 2003)**  |

**Working Experience in STPL :*** Branch Accounting - Cash - Bank Entries
* Fund Transfer to H.O. - Sales - Purchase
* JV - Sales Tax - C – F Forms
* Sales Tax Assessment - MIS - Debtors Control
* Inventory Control - Credit Limit - Branch Audit.
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| **Professional Qualification** | * **Bachelor Of Commerce with Accounting & Auditing (1998)**

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| **Skills** | * **Languages:** English, Hindi, Gujarati
* **PC Skills:**
* MS Excel, MS Word, MS Outlook, MS PowerPoint,
* Adobe Page Maker, Corel Draw
* SARAS, SAP, ERP, Tally
	+ - * Take full responsibility of work assigned and successful completion.
			* Provide full assist to seniors.
			* Ability to learn quickly, good communication and inter personal skills.
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| **Personal Information** | **Languages Proficiency** | **Interests & Activities** |
| * Date of birth : March 25, 1977
* Nationality : Indian
* Marital status : Married
* Personality : Pleasant
 | * English (Proficient - reading writing and speaking)
* Hindi (Proficient - reading writing and speaking)
* Gujarati (Proficient - reading writing and speaking)
* Punjabi (medium)
* Arabic (understand and speaking-Beginner)
 | * Travelling
* Cricket
* Reading informative books.
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