**Khatri**

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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** | |  | | --- | | **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.  |  | | --- | | **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  |  | | --- | | **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.  |  | | --- | | **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)** |
| **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. |
| |  |  |  | | --- | --- | --- | | **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. | | | |