|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ABOUT MEDetail-focused, highly ethical accounting professional with a B.Com in Accounting and Finance.Proven track record of performing work in an ethical manner. Possess 30 years work experience demonstrating consistent achievement of organizational and fiscal objectives and goals. Proven ability to accept responsibilities beyond immediate job duties and take on special projects at management request. TECHNICAL SKILLS* Peachtree
* Microsoft Word
* Microsoft Excel
* Microsoft Access

LANGUAGESEnglish ---------------⚫-Konkani---------------⚫-Arabic --⚫--------------Hindi -----------⚫-----PERSONAL INFORMATION Date of Birth 04.07.1959Nationality IndianReligion Roman CatholicMarital Status MarriedVisa Status ResidenceHOBBIES* Reading
* Gardening
* Cooking
* Listening to music

PERSONAL SKILLS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COMMUNICATION |  |  |  |  |  |
| ORGANIZATION |  |  |  |  |  |
| TEAM PLAYER |  |  |  |  |  |
| CREATIVITY |  |  |  |  |  |
| SOCIAL |  |  |  |  |  |
| SELF- MOTIVATION |  |  |  |  |  |
| STRATEGIC  |  |  |  |  |  |
| PLANNING |

 | MARCUS MARCUS.313734@2freemail.com ACCOUNTANTOBJECTIVE*Seeking a challenging position as a Senior Accountant with a highly successful company offering exceptional career opportunities where I can utilize my skills and abilities in financial analysis, corporate accounting and financial reporting.*EXPERIENCE[1980-1984]COSTING CLERKJALAN DYEING AND BLEACHING MILLS (Subsidiary of Bombay Dyeing)MUMBAI, INDIA(1984- 2016)ACCOUNTANTAL HASSANI GROUPABU DHABI, U.A.E**ROLES AND RESPONSIBILITIES*** Preparing asset, liability and capital account entries by compiling and analyzing account information.
* Documenting financial transactions by entering account information.
* Preparing monthly financial statements (of different sites)
* Handling accounts up to finalization, i.e., preparing balance sheet, profit and loss statement and other reports.
* Analyze financial information and summarize financial status.
* To pinpoint discrepancies and errors to prevent continuing and potentially unnecessary cost expenditures.
* Well verse in using Wages Protection System to pay workers’ wages.
* Arranging Bid Bonds and Performance Bonds.
* Adept at arranging for Letter of Credit- local and international companies.
* Preparation of tenders for MOD, Municipality, Police Dept., and others.
* Overseeing and handling General Trading activities.
* Ensuring effective Freight Forwarding &Customs Clearance of goods.

EDUCATIONBACHELOR OF Commerce (B.Com)SHREE DAMODAR COLLEGE OF COMMERCE AND ECONOMICSGOA, INDIA **SECONDARY SCHOOL CERTIFICATE (S.S.C)**ST. ANTHONY HIGH SCHOOLGOA, INDIAPROFESSIONAL TRAININGCompleted a course on Online Tendering and Trading.STRENGTHS* Strong leadership abilities.
* Ability to take initiative and navigate obstacles.
* Ability to work at a fast pace, meet deadlines and commitmentseffectively.
* Capacity to work with cross functional teams
* Proven ability to work above and beyond the specified job specifications.
* Strong analytical skills
* Knowledge of business trends,
* Strong monetary reporting plus internal controls skills
* Desire for continued learning and growth.
 |