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| **CAREER OBJECTIVE** |  | Visionary, Process oriented and Result-minded executive with over 12years hard core experiences accounting. Currently associated as *Accountant* with Sterling Distribution Co, *UAE.* Growth and mission-focused; actively involved in the maintenance & finalization of Accounts, Deft in developing MIS reports and liaising with Government bodies for obtaining necessary sanctions. Possess strong Planning & Relationship Management skills with vital contribution in running of the company. A keen planner with skills in monitoring core departmental deliverables for completion within established deadlines.  |
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| **EDUCATION**EMPLOYMENT EXPERIENCE |  | * **April 2002 : Master of Commerce (Finance).**

Kerala University, Trivandrum* March 2000 : Bachelor of Commerce

 Kerala University, Trivandrum* **OCTOBER 2007 : IELTS (PROFFESSIONAL)**
* Working Experience in Oracle Based E.R.P Accounting Software (Orion) developed by 3i Info tech, India.
* BPCS/COGNOS
* Tally
* **Sterling Distribution Company LLc**
* **Cord Strap Middle East**
* **Lootah Group of Companies**

**Duties & Responsibilities*** Finalization of accounts
* Liaising with Internal & External auditors for year financial closing
* Generating Monthly,Quaterly&year end MIS report for the for the higher management
* Preparing payroll & pay slip for over 500 employees in WPS system.
* Activity and promotion (A&P) expenses management for FMCG co:
* Cash Flow Calculation and management of Funds
* Preparation of monthly & annual Budgets
* Foreign Exchange Calculation and accounting.
* Petty Cash Management
* Invoicing
* Debit Note issuing
* Bill Discounting
* Logistics co ordination
* Processing of Shipping guarantees
* Co coordinating with shipping companies for timely delivery of containers
* Comparison of Actual with budgets and reporting variances to the higher management.
* Intercompany reconciliation with 30 divisions
* Reconciliation of bank statement.
* Reconciliation of customer outstanding.
* Reconciliation of supplier outstanding.
* Inventory reconciliation.
* Knowledge on online banking payments process
* Preparing Telex transfer letter for overseas fund transfer.
* Preparing the monthly Payable report, prioritizing and recommending for payments after reviewing the credit term and approval from the concerned divisions & disbursing the payment as per companies’ rules & regulation.
* Preparing weekly Receivables statement and reviewing the performance of Collection department.
* Preparing age wise analysis for the customer & supplier for higher management.
* Posting & updating of fixed assets register on monthly basis.
* Maintaining track of daily Cash Collection.
* Inventory control & management.
* Preparation of LPO according to the price list
* Comparison of LPO with Invoices and rectifying price variances
* Liaising with banks & other government departments.
* All other responsibilities of Administration (PRO & HR), in general and Accounts in particular were handled independently, like follow up for the document completion for the financial process, preparation & up keep of documents & filling.
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| ACHIEVEMENTS |  | **Achievement*** Member of Process Owners for the implementation of new version of Oracle based Accounting Software named “*Orion*” developed by ICICI InfoTech Ltd.
* **Selected and sent by the management to establish an accounting system and give training to accountants of its sister concerns in Djibouti - Africa.**
* Rewarded by the management for role-played in the team, assigned for the recovery of database, which was lost completely due to virus attack in Main server during 2004.
* **Facilitated by management as best employee of the year.**
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| **PROJECTS** |  |  |
| SKILLS |  | * Proven ability to communicate with professionals and peers.
* Cross cultural sensitivity that enables me to work well with people from a variety of cultures.
* Rational Decision-making.
* Flexible to any work Schedule.
* Working Experience in Oracle Based Accounting Software (Orion) developed by 3i Info tech, India.
* Excellent team Player.
* Fast learning abilities.
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| COMPUTER KNOWLEDGE |  | * MS Office
* DCA: Diploma in Computer Application from LBS Center, Trivandrum.
* Orion (Developed By 3i Infotech)
* Tally
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| **PERSONAL DATA** |  | **Date of Birth: 03**/09/1979 |
|  |  | **Nationality:** Indian. |
|  |  | **Gender:** Male. |
|  |  | **Marital Status: Married** |
|  |  | Holding a valid driving license. CAR & MOTORBIKE (UAE Driving License) |
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