|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. | |
|  | |  |  | |
| **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. | |
|  | |  |  | |
| 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.** | |
|  | |  |  | |
| **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. | |
|  | |  |  | |
| COMPUTER KNOWLEDGE | |  | * MS Office * DCA: Diploma in Computer Application from LBS Center, Trivandrum. * Orion (Developed By 3i Infotech) * Tally | |
|  | |  |  | |
| **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) | |
|  |  | | |