**Ansar**

[**Ansar.331188@2freemail.com**](mailto:Ansar.331188@2freemail.com)

**Centre for Strategic Healthcare Development FZ LLC (CSHD)**  **Dubai (UAE)**

*Accountant* (12th April 2015 to Dec 2016)

* Managed Accounts for the subsidiary companies viz., Eastern Bio Tech & Life Sciences FZ LLC, Eastern Clinical Laboratories, Efadah Medical Centre
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
* Created budgets and forecasts for the management group.
* Ensured compliance with accounting deadlines.
* Managed vendor accounts, Monitoring Bank Statement and Follow up with the PDC’s issued Cheque.
* Preparing Profit and Loss Statement monthly, Monitoring Balance sheet.
* Prepared annual company accounts and reports.
* Managed Bank reconciliation of statement

**Kartik Sourcing FZ LLC and The Bus Connection L.L.C** **Dubai (UAE)**

*Accountant* (Jan 2013 to Feb 2015)

* Preparing the Bank & Cash Vouchers and Bank & Cash Receipts using Tally ERP.
* Handling Cash and Bank Accounts.
* Responsible for closing book of account on monthly basis & Preparation of monthly Financial Reports and actual cash Flow.
* Reviewing & finalizing all main/sub contracts agreements
* Responsible for regular updating of information pertaining to Finance activities.
* Keeping all account up date in computerized accounting package & administrative work.
* Checking Unit wise detail, that is Individual Detail and checking work done by the Individual in Daily Basis.
* Checking accounts in daily basis in bank Statement and Company Books.
* Maintaining Receivables, Payables, Individual Statements, Insurance Details, Company Invoices, Rates Details and Salary details in Excel and in Tally.
* Preparing bank reconciliation, statement of assets and depreciation and any other schedule as requested.
* Preparing P & L Statement and Balance Sheet Monthly Basis.

**Banks & Internal Controls:**

* Following up with the receivables and asking up the exact date for their release.
* Closely monitoring the bank payments and confirming the fund availability in concerned projects before releasing the payments.
* Setting up of suppliers and subcontractors payments procedures and managing the project vise cash flows
* Monitoring bank borrowings.
* Checking & reviewing supplier payments made by payable accountants.

**M- Tech Power Systems** **Bangalore, Karnataka, India**

*Accounts Assistant* (March 2012 to November 2012)

* Preparing the Bank & Cash Vouchers and Bank & Cash Receipts using Tally ERP.
* Handling Cash and Bank Accounts.
* Updating Sales to Collogue.
* Responsible for regular updating of information pertaining to Finance activities.
* Maintaining the books of Creditors, Debtors and Stock.
* Update the following data on the computer cash receipts, Delivery orders, quotations, Journal vouchers and coordination with the sales people.
* Submit yearly profit/ loss statement and Balance Sheet to the Bank.

**MphasiS (an Hewlett Packard Company)** **Bangalore, Karnataka, India**

Transaction Processing Officer (Investment Banking Process) (January 2011 to February 2012)

* Transfer of assets, stocks and bonds from different banks and brokerage firms to our project, and Calculating Exchange Ratio of NAV and getting also profit by calculating the ratio of EPS and MPS
* Transfer of Assets for gifting by gaining certain percentage of profit on gift and Asset Transfer Services (ATS), in Project Money
* Transfer of Mutual Funds by Calculating Exchange Ratio of NAV and getting also profit by calculating the ratio of EPS and MPS
* Enhance quality through standard processes that drive lower error rates and satisfy clients
* Increase customer satisfaction through focus on quality measures, key performance indicators and service level agreements
* Improve shareholder value by enabling more time spent on strategic decision making and planning

**PROJECTS DETAILS**

***Internship Training:***

“An organizational study of soap and detergents industry” Shirali, Karnataka, India

***Dissertation:***

“Analysis of Working Capital with special reference to Banking industry”.

**TECHNICAL SKILL**

Computer Proficiency: Expert MS Word, MS Excel, MS PowerPoint, Tally 7.2, and Tally ERP 9

**ACTIVITIES & INTEREST**

Languages: English, Hindi, Urdu, Konkani & Kannada

Other Interests: Listening to music and watching cricket

**EDUCATIONAL QUALIFICATION**

**Master of Business Administration (MBA)** Specialized *in Finance and Marketing* in 2010, Indian Academy School of Management Studies, Bangalore University, Karnataka, India.

**Bachelor of Commerce (B.Com)**in 2007, from *Shree Guru Sudhindra College, Karnataka University, Dharwad, Karnataka, India.*

**PERONAL PROFILE**

Date of Birth: 11th May 1985

Marital Status: Single.

Nationality: Indian.

Visa Status: Free Zone Visa.

**REFERENCES:** Shall be provisioned upon request