

Contact HR Consultant for CV No: 331608

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**Career Objective**

I desire to join an organization that has vision for growth and advancement. In the long term, I aim to reach Senior Management level and further my growth with your team that will contribute to the company’s advancement & growth.

**Career Professional & personal Profile**

* Bachelors of Commerce (B. Com.)
* 25 years of enriched experience in Purchase Accounts ,Inventory & Financial Accounts & 12 years on SAP R3 & 4 years on SAP - B1
* Good personal relations, communication and coordination skills
* Strong managerial, administrative and organizational skills
* Enriched Knowledge and working experience in **SAP R/3 , SAP B1 & TALLY 9**
* Well versed with SAP FI-CO & MM modules & SAP B-1 complete implementation experience.

Professional Experience

**Organization Petron Emirates Contracting & Mfg. Co LLC - Dubai**

**Period - January 2007 till date Position - Project Accountant & SAP Co-ordinator**

**Reporting to Project Manager & Director (Operations)**

**An ISO 9001:2008 , BS-EN-ISO 9001-2000, ISO 14001-2004 & OHSAS 18001-2007 certified company having business in Designing, Engineering, and also Construction for Power Plants, Smelter, Chemical, Petrochemical Plant, and Cement Plant etc.**

**Job Profile: Project Accountant & SAP Coordinator**

**Responsible for GL, AP, AR, Purchase Accounts , Inventory Control & month end closing and financial reports**

* Represented my organization during implementation of **SAP B-1 all modules - Accounts/Finance, Procurement , Inventory , Fixed Asset & Human resources,** modules are functional since Jan-2012
* Preparation of Trial Balance & P/L & Balance sheet,
* Exposure in Accounts Payable - Right from creating Material Requisition till Payment Proposals
* Exposure in Accounts Receivable - Right from creation Sales Order till receipt of Payment
* Preparation of Stock Reports as per Management directives & financial statements
* Reviewing Project Costing reports & Cost booking based on the consumption reports
* Reconcile vendor statements, research and correct discrepancies
* Set up invoices for online payment
* Prepare and process electronic transfers and payments on a timely basis
* Correspond with vendors and respond to inquiries
* Prepare sales invoices as per sales agreement and recording of all sales invoices
* Email sales invoices and statement of account to customer
* Ensure accurate payments allocation while booking AP & AR
* Handling requirements of Internal & external audit

**Organization Dodsal PTE Ltd - Dubai**

**Duration June 2005 to December 2006 Position - Project Accountant**

**Reporting to General Manager (Finance)**

**Dubai based diversified multinational conglomerate which operates in the areas of Engineering, Construction EPCM & Turn key Projects.**

**Job Profile:**

**G/L , AP - AR , Payroll & Site administration**

* AP Invoice verification on SAP R/3
* Booking of Customer invoices and keeping track of PDC received
* Processing of Purchase Orders & vendor payments as per payment terms
* Inventory reconciliations, Stock Transfers within location and projects
* Reconciliation of vendor & Customer accounts
* Liaise with treasury for foreign exchange deal for overseas payments.
* Handling requirements of Internal & external audit

**April 1994 till May 2005 ISPAT GROUP, Now JSW STEELS LTD , Mumbai, India**

**Duration June 2005 to December 2006 Position - Senior Accounts Officer**

**Reporting to CFO**

**An ISO 9001:2000 & 14000 certified company having business in Manufacturing HOT Roll coils & Sponge Iron with having a capacity to produce the overall capacity of producing 3.5 MTPA . The Group is 3rd largest Business House in producing Steel In India**.

**Job Profile:**

**Accounts Payable & Accounts receivable & Payroll**

* Vendor Automate Invoice Verification by simulating Purchase Order & GRN.on SAP R/3
* Monitoring Purchase Orders, GRN's in terms of accuracy from accounting point of view.
* Monitoring the Open document list for GRN , Purchase Orders & Material Requisitions
* Preparing Work Orders & Agreement & allocate appropriate GL account for the given scope of work
* Month end processing like creating Liability Statement & squaring off unadjusted vendor debit balances
* Monitoring Vendor & customers Trial balances
* Preparation of Payment proposal on SAP R-3 for all due payments
* Bank reconciliation , LC Monitoring
* Coordinating with government auditors & internal auditors
* Maintaining & reconciling vendor accounts, ensuring accuracy and integrity of the accounts payable.

**April 1990 till Mar 1994 Jenson & Nicholson (I) pvt ltd, Maharashtra**

**Accounts Assistant**

* Vendor Invoices verification
* Cash & Bank Payments.
* Payroll - Manual - for Staff & Workmen
* Stores Inward & Outward register .
* Updating gate pass register for scrap sale .

Educational Qualification:

* + - * **Bachelor of Commerce** from Mumbai University, India .. in 1989

**Hands On Software & Computer Skills**

* + - * Well versed with SAP B1 & R3 architecture , Procurement , Inventory & Accounts Module
      * Well versed with TALLY 9.0 ERP
      * Efficient in Microsoft Excel, Word and PowerPoint
      * Also having experience in handling EDMS system like Share Point & e ROOM.
      * Well acquainted with Internet and E-mail operations

### Languages Skills

* + - * English, Hindi, Marathi

**References**

* + - * Will be readily furnished on request

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