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| **SUNIL**  [**SUNIL.334170@2freemail.com**](mailto:SUNIL.334170@2freemail.com)    **Personal Data:**  Date of Birth: 12/02/1976  Age: 40  Sex: Male  Nationality: Indian  Marital Status: Married | | CURRICULAM VITAE  Summary  I am a Post Graduate, with 17 years of working experience in the Construction Company in the UAE and an overall Work Experience for more than 20 Years.  I am confident in carrying out the responsibilities assigned to me in the best and demanding perfection. This, I acquired from the strong and demanding exposure and experience I had in various levels of work I handled in the past years of my career.  My experience in the Accounts field gave me strong root in all the areas of Finance & Accounts. This gives me enough confidence in giving in all of my past experience, knowledge and my whole hearted effort and skills in getting myself to a position where my career growth itself will contribute to the growth of my employer.  Objective:  To utilize my caliber and potential towards the fulfillment of the duties & responsibilities assigned to me, to uphold the motives and interest of the organization, by virtue of excellent performance in all fields of my Career.  Educational Qualifications  **Master of Business Administration (MBA – Finance (Main))**  Mahatma Gandhi University, Kerala, India.  **Bachelor of Commerce (B.Com)**  Mahatma Gandhi University, Kerala, India.  **Hon’s Diploma in Systems Management**  National Institute of Information Technology Kerala, India  **Pursuing CMA (Certified Management Accountant)**  Computer Skills    **•** Operating Systems**:-**  MS-Dos, Windows 95/98, Windows NT, Windows XP.  **•** Accounting Software Expertise  ERP Software - Microsoft Dynamics – Navision, DacEasy Software (Sage)  **•** MS Office Expertise  MS Word, MS Excel, MS Access, MS PowerPoint etc. |
| |  | | --- | | Job Profile  **1) Amana Contracting & Steel Buildings Co., Abu Dhabi, UAE**  Job Title - Chief Accountant & reporting to Finance Manager  Period of Employment - June 2000 – Till Date  **Core Responsibilities**   * Currently working as Chief Accountant and responsible in handling day to day Accounting functions of the organization. * Responsible in Closing of the books, preparing & analyzing Financial Statements up to finalization of external Audit Report. * Liaison with Auditors - Supervising & handling External / Internal Audit requirements. * Responsible for all the reports to the management. * Leading a team of Accountants who is reporting to me in day to day activities. * Reports to the corporate Office and attend the issues in timely manner * Handling all issues related to accounting functions & supervising Finance & Accounting staff. * Handles Accounts Receivable & Supervises all the works of Accounts Payable up to the Payments. * Revenue Vs Cost Analysis on quarterly basis. * Arranging the Bank Facilities and various other projects requirements * Prepare monthly Bank Exposure Report and forward to the management for their review. * Daily review of Bank Positions including FD accounts & Weekly checking of Petty Cash Balance. * Closely supervising the Petty Cash Accountant and reviews Petty cash imprest balance status. * Preparing the monthly projected cash Flows. * Passing & reviewing all the General JV’s. * Maintaining Fixed Asset Register / Schedule and pass all related JV's on monthly basis. * Maintaining Refundable Deposit Register & Updation. * Prepare Pre-Payment Schedule and pass all related JV's on monthly basis * Prepares monthly Bank Reconciliation and presents the same to the Manager. * Supervises and reviews the booking of Sub-Contractors Payables including Reconciliations of Retention and Advance balances. * Checking and approving the Supplier / Sub-contractor payments made before passing to the management for the signature. * Approve and Updates J/Vs including general ledgers, suppliers and sub-contractors J/Vs, bank payment vouchers, cash payment vouchers etc. * Responsible for the all the work related to the preparation of LG’s and LC’s and maintains banking relationship. * Handles inter divisional Cost & Revenue booking and make monthly income statement for all divisions. * Handles related party transactions and reports to the management with monthly reconciliations. * Approving the Staff / Non staff payroll and reviewing all the schedules and JV’s related Indemnity, Leave Salary, Air ticket, Bonus provisions. * Involves in the preparation of Annual Budget and reviews the same prior to the presentation to the management. | |  | |  | | | |

**2) M.I.A.E.C.T Pvt. LTD (Maharashtra Institute of Advanced Electronic &**

**Computer Technology), Mumbai, India**

Job Title - Accountant

Period of Employment - April 1998 – April 2000

**Core Responsibilities**

* Prepare Staff Salaries on monthly basis.
* Responsible to manage Companies Credit Accounts and preparation their Payments upon their maturity as per the payment terms, make daily check up on the limits of their accounts , and to make monthly Aging reports.
* Maintain Bank Accounts, passing of the related bank entries and updates management the bank position on daily basis.

**3) *GALAXY EXPORTS*, Bombay, India**

Job Title - Accountant

Period of Employment - April 1997 – March 1998

**Core Responsibilities**

* Responsible for the Invoice preparation based on the agreed quotation price.
* Responsible for the Payments collection upon their maturity as per the payment terms.
* Preparation and Updating of the Receivable Aging reports for the management review.
* Maintain Bank Accounts, close monitoring of the daily bank position.

References

Available on demand

“I do hereby declare that all the information provided above is fair and true to the best of my knowledge”