

**JOHN**

[**JOHN.334812@2freemail.com**](mailto:JOHN.334812@2freemail.com)

**SENIOR ACCOUNTANT / FINANCE CONTROLLER**

**Over 20 Years of Accounting Experience**

**Career Goal:-**

To secure a position which would enable me to broaden my current skills and challenge my professional abilities.

**Key Proficiencies:-**

* **Able to manage ERP system**
* **Able to do finalization of Accounts**
* **Able to do financial Reporting & Analysis (MIS)**
* **Able to manage General Administration**
* **Able to manage Trade Finance (LC, DP and DA Documents)**
* **Excellent in Excel, Word, Tally ERP 9, Tata’s EX and Sigorta**

**Computer Proficiencies:-**

Windows 98, Windows 2000, Windows NT, Windows XP, M.S Office (Word, Excel,Out Look etc.), Accounting Software : Tally ERP 9 , Dac Easy, TATA’S EX, SIGORTA, AMMAN and Foxpro

**Training Programmes:-**

Certified Internal Quality Auditor for ISO 9001-2000 standards.

**Professional Experience:-**

**Designation : Manager - Accounts**

**Duration : Sept 2013 – Sept 2016**

**Company : Megha Exim Fzc-Sharjah**

**Profile : Associate Company of Malaya Group, Kochi, India**

**Importing natural rubber from Vietnam, Malaysia, Thailand etc. and supply to Indian Tyre Companies.**

*Duties & Responsibilities:-*

* In charge of UAE branch.
* Managing Trade Finance with Bank for LC, DP and DA documents.
* Co-ordination with shipping companies for switching the BL.
* Finalization of Accounts using Tally ERP 9 multy currency accounting system.
* Co-ordination with external auditors for making audited financial report.
* Managing General Administration and PRO works at Saif-Zone, Sharjah.

**Designation : Manager-Accounts &Administration**

**Duration : July 2006 – March 2012**

**Company : Pinnacle Insurance Brokers LLC, Dubai.**

**Profile : One of the leading Insurance Brokers in UAE.**

*Duties & Responsibilities:-*

* Managed in transferring manual accounting system to ERP system
* Ensuring the correctness of daily entries in the ERP System
* Credit control and payment follow-up
* Controlling of day-to-day funds inflow/outflow.
* Preparation of monthly Financial Summary of the firm.
* Supervising reconciliation of Bank a/c, Customers a/c and Vendors a/c.
* Preparation of gratuity, leave salary, payroll and other staff benefits (WPS).
* Planning and monitoring of monthly payments.
* Co-ordination with Bank and Auditors.
* Consolidation of General Insurance and Life Insurance Accounts.

**Designation : Finance Controller (July 2004 – March 2006)**

**Designation : Senior Accountant (July 2000 – June 2004)**

**Designation : Accountant (July 1995 – June 2000)**

**Company : Malaya Group of Companies, Kochi, Kerala, India.**

**Profile : Located in Kerala, South India with ISO 9001- 2000 Certification, dealing in (a) supply and export of Natural Rubber to Tyre and Non-Tyre Industries all over India and abroad (b) distributor of major brands of home appliances in Kerala**

*Duties & Responsibilities:-*

* Monitoring / Stabilizing, utilization of Trade Finance with banks.
* Review and supervise the day-to-day work of accounts department.
* Planning, Monitoring and Controlling of day-to-day funds inflow/outflow.
* Preparation of daily Corporate Financial Summary [MIS].
* Preparation / Maintenance of computerized registers of the Corporate.
* In charge of Centralized purchase system.
* Preparation, review, and analysis of financial statements.
* Consolidation of Accounts for the Group.
* Monitoring of monthly statement such as stock, Ageing, Sales Analysis.
* Presentation of books of accounts to statutory authorities.
* Supervision of Cash department.
* Finalization of Accounts.

**Designation : Accountant Cum Data Entry Operator**

**Duration : 1994 – 1995**

**Company : M/s. Spandan Software Systems, Kerala, India.**

**Profile : Located in Kerala, South India, dealing with accounting software**

*Duties & Responsibilities:-*

* Consultancy accounting work for various firms.
* Finalisation Accounts.
* Preparation of Tax Returns

**Designation : Accountant**

**Duration : 1992 – 1994**

#### Company : M/s. Annapoorneswary Enterprises, Kerala, India.

**Profile : Located in Kerala, South India, manufacturer of synthetic adhesive**

*Duties & Responsibilities:-*

* Handling accounts of the firm – manual system.
* Preparation of the Sales Tax Statements and the other relevant statements relating to the Govt. Authorities.
* Finalization of the Accounts.

**Educational Qualification:-**

**B.Com (Accounting & Co-Operation)**

University **:**  M.G. University, Kottayam, Kerala, India

Year **:** 1992 May

**DCA (Diploma in Computer Application)**

From Universal Group of Institutions, Kottayam, Kerala, India

Duration **:** 1 Year

**Pree Degree (Plus Two)**

University **:**  M.G. University, Kottayam, Kerala, India

Year **:** 1985 May

**S.S.L.C**

Board **:** Board of Public Exam, Kerala Govt.

Year **:** 1983 March

###### Personal Details:-

# Date of birth **:** 30-05-1967

Age **:** 49 yrs.

Sex **:** Male

Marital Status **:** Married

Nationality **:** Indian

Visa **:** Visit

**Declaration**

I John here by declare that, the above mentioned information is true by the best of my knowledge and belief.