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| **Linu – 2010024**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

**CURRICULUM VITAE**

To work for an organization that offers professional work environment, an opportunity for fast advancement to a position of responsibility and which also imparts training those results in value addition to the organization.

**CAREER BRIEF & OBJECTIVE**

**ACADEMIC QUALIFICATIONS**

* Master Degree in Finance (M.com) from Kannur university,
* Bachelor Degree in Commerce(B.com) from Calicut University
* SAP (FI)

**STRENGTHS AND SKILLS**

* Dynamic with competency to take any challenge and work under pressure with attention to detail
* Good Team player with ability to take the initiative and able to adapt different working conditions effectively
* Excellent verbal and written communication
* Outgoing with a positive attitude
* Keeping Professional Dignity and Ethics
* Fluent in Three Languages (English, Hindi, Malayalam) Arabic(beginner)

**PROFESSIONAL KEY AREAS**

* Accounts Receivable
* General Ledger
* Accounts Payables
* Inventory Management & Control
* Financial Analysis and Reporting
* MIS

**PROFESSIONAL WORK HISTORY hiEXPERIENCE**

ACCOUNTING EXPERIENCE OF 10 YEARS

Riyadh (2012- 2016)

Senior Accountant.

**Responsibilities**

* Prepare and maintain cost analysis and report variations
* Financial analysis and Management Reporting
* Sales Report Analysis on monthly wise
* Ageing analysis of AR
* Prepare Schedule of Fixed Asset
* Control over Various Ledgers
* Review Credit Note from supplier and approve for process
* SOA and BSP Reconciliation
* Bank Reconciliation
* AR and AP matching
* Review Contract from supplier and get Renewed on time
* Control over staff working
* Deals with suppliers through email to respond inquires
* Year end closing for Audit

SENDAN INTERNATIONAL CO (CONSTRUCTION) Jubal, K.S.A (2010 -2012)

Financial Accountant

**Responsibilities**

* Preparation of invoice and submit to clients
* Follow up payments
* Continuous Monitoring of customers account for delayed and Non payment
* Account Reconciliation based on Receipt
* Maintain AR files and Record
* Communication with customers regarding Pending Invoices to collect Payments
* Preparing AP Summary for Payments
* Bank and settlement process of invoices
* Verification of Cr.Note and Dr.Note
* AP statement Analysis
* Ledger Scrutiny and Ledger controls
* Prepare Allocation Summary
* MIS

ONE AND ONLY ROYAL MIRAGE HOTEL, DUBAI (2009 -2010)

Senior Stock Controller

**Responsibilities**

* Stock movements in and out of department
* Material Quality that we received
* Frequency of ordering level
* Control of all sub-store and Main store
* Inter Store Transaction of Items
* Co-ordination with Purchase department to ensure the availability and quality check
* Scrutiny of the MR request and Purchase order when the goods is delivered
* Stock taking and control over stock to maintain the adequate level at all times
* Proper recording and filing of documents

HERATHERA ISLAND RESORT (MTDC) (2007-2008)

Receivable clerk

**Responsibilities**

* Receiving the goods with proper order
* Check the LPO and Delivery Notes attached
* Ensure the Goods Quality
* Prepared Goods Received Note
* Make sure the delivery is made on the given time period
* Properly stored the goods
* Check the Store Requisition letter with P.O and Invoice
* Assist with Cost controlling department for stock taking
* Maintain stock record for the damaged items
* Assist the cost controller for food cost making

J&J TAX CONSULTANCY FIRM (2002-2004)

Accounts Assistant

**Responsibilities**

* Posting the Journal Entries
* Totaling and Casting the Ledger
* Assist .in preparation of trial balance
* Assist for preparation of tax returns
* Filing of returns
* Filing of records

IT PROFICIENCY

* SAP (FI)
* Microsoft Excel, Spreadsheet
* Material control system (MC) for Inventory Management
* Tally ERP software for Accounting
* Peach Tree
* E-travel System for Tours and Travel

EXTRA CURRICULAR ACTIVITIES & HOBIES

* Reading Books
* Listening Music

PERSONAL DETAILS

**Age and Date of Birth:** 35, 25- MAY -1981

**Nationality:** Indian

**Permanent Address:** Karisseril House, Taliparamba P.O., Kannur, Kerala

**Present Address**: Dubai, UAE

**Marital Status:** Married

**Visa Status** - On Tourist Visa

NON RELATED REFREES

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