Michael

Bur Dubai, Dubai,

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*Sr. Accountant*

**Career Objective**

To thrive in a highly professional & challenging environment where there is room for career advancement and personal growth to which I can use my **9 years of UAE experience** withstanding the enormous pressure & responsibilities.

# Key Skills

* Strong supervisory skills and the ability to multitask in a fast-paced environment
* Excellent Communication skills
* Detail, efficient and goal oriented.
* Attention to detail and the ability to produce high quality, accurate work.
* Self-motivated, honest, dedicated and willingness to take ownership.
* Comfortable in a fast paced, performance oriented environment.
* Ability to work under pressure & independently.

# Employment History

***Genius Computer Technology, Jebel Ali, U.A.E***

***Sr. Accountant* Sept.’07 – Nov. 2016**

The Genius Computer Technology Ltd (GCT) was founded in 1997, now is an international distribution company and solution provider in the field of IT, home and personal entertainment. The company represents the world famous brands like Genius, GX Gaming, Edimax, Thecus and Lafeada spanning its operations in 35 countries across the Middle East, Africa and CIS.

**Responsibilities:**

* ***Financial Reports*** : Prepare Balance sheet , Income statement & Cash Flow Statement
* ***Trade Finance***: Preparation of Import and Export LC with relevant documents , Trust Receipt / Short Term Loan , Chq. Discounting and Factoring
* ***General Accounting****:* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, bank entries, receipts / payments and posting of all Accounting Transactions in the system .Resolve accounting discrepancies.
* **Banking** : Bank related duties like TT, Re-payment of loan, interest calculation, daily evaluation of bank balances and Reconciliation of bank accounts
* **A/R AND A/P Management**: Manage accounts payables and receivables. Communicate & Interact with venders and clients for Reconciliation of Books of Accounts, issue of Debit & credit notes to related parties
* **Credit control**: Credit control by fixing credit limit to customers, over due management and monitoring credit insurance to them. Claim document submission and follow up
* **Dubai customs Mirsal II:** Good Knowledge of Import & Export Customs procedure and documentations in JAFZA like Mirsal II, Certificate of origin, Conformity Certificate, TRA etc.
* **MIS Reporting :** Cash Flow statement ,Fund Flow , Details of Sales and Collection, Debtors and Creditors Aging
* **Budgeting:** Participating Yearly budget process. Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
* **Document control:** Custodian of Financial documents and Asset Ledger for updates. Supervise the input and handling of financial data and reports for the company's automated financial systems.
* **Logistics :** Coordinate with Logistic Dept. for Import & Export Shipments , Prepare Manual invoice, packing list, weight list, BL instruction , DO collection
* **Pay Roll:** Monthly pay roll works including calculation of over time, deductions, loss of pay etc and WPS salary processing through Online Banking. Issue of pay slip and clarification to employees if necessary.
* **Petty Cash** : Petty cash management

***LanMark Shops India Pvt. Ltd., Kerala, India***

***Accountant* June.’06 – Aug ’07**

**LanMark Shops India Pvt. Ltd.** An ISO 9001 Company deals in FMCG and Home Appliances. They are one of the largest franchisee distribution network representing worlds leading brands like Samsung, Whirlpool, LG, Onida, Panasonic etc. with more than 100 branches across India.

**Responsibilities**

* Receive all supplier invoices, do necessary checking for accuracy and supporting documents. Forward to relevant management for final approval.
* Prepare Letter of credit, Letter of Guarantee, Cash against documents, etc
* Prepare Cheque / receive cheque / transfer advices once due for payment.
* Prepare remittance Advices in the system and release payments to vendors.
* Prepare monthly aged Accounts Payable and Receivable statement.
* Provide cash balance statement to the finance manager on a daily basis and do necessary fund transfers between accounts as and when required.
* Keep proper filing of all documents in the accounts department.
* Assist external Auditor in providing all necessary documents during annual audit.
* Prepare bank reconciliation statements ,MIS reports to the top management
* Any other works / analysis required by the top management.
* Update Fixed Asset Register in the accounting system for new purchases / disposals.

# Joseph Mathew & Co. Chartered Accountants, Kerala, India

**Audit Assistant Sept ’98- Jan ’01**

 Worked with a charted Account Firm as Audit Assistant especially in Bank and Company Audit. Checking of manual Books of accounts and preparation of Trial Balance.

Attended CA foundation Course during this time.

**Academic Credentials**

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**Academics Board / University Place**

M.Com Mahatma Gandhi University Kerala, India

B. Com Mahatma Gandhi University Kerala, India

DCA 3C Computers Kerala, India

**Computer Proficiency**

Operating Systems : Windows 10/ Me / XP/Vista, Windows 2000

MS-Suite : MS Word XP/2007, MS Excel XP/2007, MS Outlook

**Accounting Packages** : **Orion**, **Tally, Tata EX, Dac Eacy**

Hardware : IMB Compatible PCs

## Personal Data

Date of Birth : January 20, 1981

Nationality : Indian

Languages Known : English, Hindi, and Malayalam

Marital Status : Married

**Passport Details**

Availability : Immediate

**References**

It will be furnished up on request.

 **Michael**