Cover Letter

Dear Sir / Ma’am,

After contributing to the growth and success of three different organizations in the past **6 years**, I am seeking new challenges with a company in need of. I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements in the field of **Finance, Accounts, HR, Admin & Procurement.**

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I possess a strong desire to build a career within your industry and to further develop my Professional Strength. These points coupled with my proven ability, have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

* Actively involved in promoting & streamlining financial operations of the company
* Solely responsible for the company’s Financial activities & Directly report to the Top Management of the company
* Expertise in ‘Employee Interaction’ (International & Domestic),
* Key areas: Payroll, Financial Forecast &Budgeting, Petty Cash, Various Reports, Bank Reconciliation, Financial Transactions, Receivables and Payables Management & Final Accounts.
* Ensuring high standards are constantly maintained in every field.

Right now I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

For additional information about my capabilities please view my attached resume.

Dileep

[Dileep.349684@2freemail.com](mailto:Dileep.349684@2freemail.com)



**PERSONAL PROFILE**

*DOB: 27/09/1986*

*Sex: Male*

*Marital Status: Married*

*Nationality: Indian*

*Religion: Hindu*

*Languages: Malayalam (Native)*

*English, Hindi, Tamil (Fluent)*

*Arabic (Intermediate)*

*Current Location: UAE*

*(United Arab Emirates)*

**PROFESSIONAL**

*MBA*

*Specialized in Finance & HR*

*(University of Calicut)*

**AREAS OF EXPERTISE**

*Forward planning*

*Project management*

*Financial Management*

*Implementing Financial plans*

*Proficient communicator*

*HR Management*

Finance & Accounts Professional

**PERSONAL SUMMARY**

A creative and inventive thinker, who craves a challenge and who is not afraid to work outside his comfort zone, also manages accounting and financial departments, assign special projects and report budgetary issues to top-level executive committees. I involved in supervising company's financial habits and spending procedures, consistently aims to push revenue expectations and exceed goals. Pragmatic and results orientated, with a focus on bottom line results. I want to develop my career in a fast moving environment, and currently looking for a suitable position with a company that values passion, positivity, integrity and hard work.

**CAREER HISTORY**

***Company: FAWAZ ALHOKAIR GROUP***

**Riyadh, Saudi Arabia; June 2015 – Sep 2016**

***Designation*: Order/ Stock Controller, *Key Area:* Procurement**

Fawaz Alhokair Group is one of the leading groups of companies in the Kingdom of Saudi Arabia focusing on retail and real estate business sectors.

**DUTIES & RESPONSIBILITIES:**

•Managing the post purchase activities of inter-companies based on MR, PR& PO.

•Maintaining the Inventory Controls in warehouse with the mentioned standards of the company

•LC & related banking works.

•Negotiate with external vendors/suppliers to secure the most advantageous terms to the company.

•Maintain & making Project status reports from Procurement module for PO closure & finishing the project on time.

•Coordinating with Finance, Procurement & Warehouse Dept.

•Supplier Reconciliation with SOA

•Auditing the works of Warehouse Dept.

•Year-end inventory & reconciliation.

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***Company: ELECTROTAKNYA LLC***

**Riyadh, Saudi Arabia, January 2014 – May 2015**

***Designation*: Senior Accountant, *Key Area:* Finance & Accounts**

Electrotakniya LLC is dealing with supply and installation of Safety & Security systems such as: CCTV Cameras, Door Access, UVSS, Bollards, X-Ray Machines, etc. Products are of International Standards and working with ministry projects.

**DUTIES & RESPONSIBILITIES:**

• Managing journal entries and general ledger  
• Receivables management and Payables management  
•Banking related document preparation including LC, Cheques, Bank transfer,etc.  
• Payroll  
• Preparation of monthly Budget.  
• Recording and reconciliation of intercompany transactions.  
• Processing of monthly payment of utilities and other bills.   
• Preparation of final accounts and coordinating with auditors with respect to finalization of audits.  
• Preparation of various reports according to the top management requirements.   
• Petty cash handling

ADDITIONAL RESPONSIBILITIES:

•Preparation of Reports, Schedules, Purchase Orders, Delivery Notes & Maintaining necessary records.

•Follow up of Incoming Shipments, Outgoing Shipments & keeps necessary Records.

***Company: ALRAEDAH INTERNATIONAL COMPANY***

**PERSONAL SKILLS**

*Innovative*

*Persuasive & articulate*

*Relationship development*

*Influencing skills*

*Self-Disciplined*

**SOFTWARE APPLICATION:**

*Certificate course: Tally, Peachtree & M S Office*

*Proficient in Photoshop*

*Software’s used: Tally, JD Edwards, Oracle*

*Other Skills: Abilities to handle situations as and when arises.*

**CAREER HIGHLIGHT, CLIENTS LIST AND RELATED COMPANIES**

*Al-Raedah International, Riyadh*

*Synergy Incorp, Tamil Nadu*

*Saudi Oger, Riyadh*

*Acti Corp, Taiwan*

*Condev, Germany*

*AREL Co SARL, Lebanon*

*Cisco*

*Elmdene, UK*

*Leony, Germany*

*FAS Hotels*

*FARE Construction*

*TNS Company*

***Riyadh, Saudi Arabia,* August 2010 – December 2013**

***Designation*: Senior Accountant, *Key Area:* Finance, Accounts & HR**

Al-Raedah International Company was also dealing with supply and installation of Safety & Security systems and working with ministry projects. Al-Raedah Intl has been changed their name and ownership, which is called “Electrotakniya LLC. So the duties and responsibilities are same as my current company.

***Company: SYNERGY INCORP.***

***Coimbatore, India,*  December 2009 – June 2010**

***Designation*: Executive in Projects*, Key Area:* Marketing**

Synergy Incorp is mainly dealing with the Door and locker security systems for Banks and Financial institutions and also some residential security systems with world recognized brands like Assa Abloy, Yale etc.

**ACADAMIC QUALIFICATION:**

* **Master of Business Administration (MBA)** Successfully completed underUniversity of Calicut (2009)
* **Bachelor of Business Administration (BBA)** Successfully completed underUniversity of Calicut (2007)

**PROFESSIONAL SKILLS**

Accounting, Reporting Skills, Attention to Detail, Multitask & Deadline-Oriented, Confidentiality, Time Management, Data Entry Management, General Math Skills, Administrative Writing Skills, Microsoft Office Skills, Organized, Professionalism, Problem Solving, Inventory Control, Verbal Communication, Works with international currencies.