

**SANTHOSH**

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**Finance & Accounts**

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**Objective**

* Seeking an opportunity to use my knowledge and experience and to assist in the continued improvement of the organization.

**Profile Summary**

* Result-Oriented Professional with **10 years of Gulf Experience** in:

~ Finance & Accounts ~ Auditing ~ MIS Management ~ Assets Management

~ Payroll ~ Costing & Budgeting ~ Taxation ~ Team Management

* Expertise in managing day-to-day accounts related activities in co-ordination with internal / external departments for smooth financial operations.

* Instrumental in maintaining MIS reports and evaluating them for facilitating decision making process.

* Skilled in maintaining Debtors & Creditors in accurate and timely manner as per company’s standard policies and procedures.

* Sound exposure in collaborating with accounting team to support various accounting projects & activities, financial status & analysis and reports for Board of Directors.

* Proficient in presenting a true and fair view of financial position of the company by way of timely preparation of annual reports.

* An enterprising leader with skills in leading personnel towards accomplishment of common goals.

**Professional Experience**

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* *From* 2008 to 2016

Position Held: Sr. Accountant

Crompton Catering & Support Services Co. WLL, P. O. Box. No. 22301, Doha, Qatar.

* From 2005 to 2008

Position Held:Field Officer

Vinod Chemicals P. Ltd (C & F, Dalmia Cements(Bharat) Ltd, 8D/8E, Oxford Business Centre, Sreekandath Road, Cochin - 682016

* From 2003 to 2005

Position Held:Accountant

Capriwood Computers L.L.C, Dubai, U.A.E.

* From 1998 to 2003

Position Held:Accountant

Zigma Enterprises Contracting Company of Harrison Malayalam ltd. and A.V.T, Perumbavoor.

* From 1994 to 1998

Position Held: Coordinator Sales and Accounts

Kairali Agencies, Super Stockists – Colgate Palmolive (India) Ltd. Kochi.

* From 1992 to 1994

Position Held:Accounts Assistant.

Classic Motors (P).Ltd, Leading Dealers of Maruthi Udyog Limited, New Delhi.

**Key Result Areas**

* Reviewing and following up discrepancies related to Vendors, Clients Invoices, logistics, payments and escalate with higher authorities for quick solutions.

* Ensuring effective preparation of Salary in WPS system while maintaining payroll, employees medical and end service benefits.

* Preparing:
* Monthly closing Schedules, analysis and implementation
* Cash flow statements
* Payroll and WPS approval
* All Financial reports up to finalization
* Invoices, Sales reports, costing, MIS reports, submit to the Management
* Cash and bank receipts and payments, bank reconciliation and manage petty cash.
* Collaborating with banks, utility departments, clients and vendors.
* Supervising the preparation of MIS reports & analyzing the same to provide feedback to the top management on business performance viz. monthly turnover, profitability etc.

* Formulating annual budgets and conducting variance analysis to determine difference between projected and actual results and implementing corrective actions.
* Maintaining the Fixed Assets and associated depreciation schedule for passing General Journal entries; ensure proper recording of new purchases and disposals.
* Monitoring various accounting activities viz. bank reconciliation, account finalization, preparation of various reports, preparation of financial account statement, trial balance, profit and loss account and balance sheet.
* Taking care of financial management procedures by means of proper budgeting and ensure that controls are adequate.

**Educational Qualifications**

* M.Com (Finance) – Kerala University.
* B.Com (Cost Accounting) – Kerala University.

**IT Skills**

* Tally ERP 9
* Peach Tree Accounting Package
* MS Office
* Internet Applications

**Personal Particulars**

#### Date of Birth : 22-02-1967

#### Gender : Male

#### Marital Status : Married

Nationality : Indian

**Linguistic Abilities**

###### To Speak : English, Malayalam and Hindi

To Read & Write : English, Malayalam and Hindi

**Place:**

**India Santhosh**