

**AREAS OF EXPERTISE**

*Monthly management accounts P&L analysis*

*Month end procedures Variance reporting Computer literacy Margin analysis Query resolution Reporting*

*Knowledge of Retail Business*

**PROFESSIONAL**

*ICAI - IPCC*

**PERSONAL SKILLS**

*Pro-active problem solver*

*Diplomatically dealing with people*

*Leadership*

Subhash

Finance & Accounts Officer

**PERSONAL SUMMARY**

* A confident, multi-skilled & capable accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement.
* Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

**WORK EXPERIENCE**

* ***QX LTD – KPO/BPO (Ahmedabad)***

Accounts Officer October 2015 – Currently working

* Supporting QX Ltd by looking after the tasks of one of the leading UK based recruitment company - MSI Group Ltd.
* Assisting Accounts Payable/Receivable procedure, Contract Management and further various operations in company.
* Involved in compiling financial reports and analyses, whilst working to strict deadlines.

***DUTIES:***

* MIS Reporting
* Bank Reconciliations
* Cash Posting and Allocations
* Ageing reports
* Accruals and Prepayments
* Purchase & Sales order processing
* Receipt and payments processing
* Debtors and Creditors Reports
* Forecasting reports
* Suggestions to VP/Manager for process improvisation

**PERSONAL DETAILS**

*Subhash*

*Dubai (U.A.E)*

*E:* [*subhash.351115@2freemail.com*](mailto:subhash.351115@2freemail.com)

*Nationality: Indian*

*DOB: 14/09/1992*

*Gender: Male*

**ACADEMIC QUALIFICATIONS**

*Bachelors’ of Commerce*

*(B.com)*

*Saurashtra University – 2010-2013 (Grade – B)*

*HSC – New Era School – 2010 (Grade – A)*

* ***Kashkha Plaza LLC – Textile Manufacturing/Wholesale/Retail – Dubai (U.A.E.)***

Accountant September 2014 – July 2015.

***Duties & Responsibilities:-***

* Supporting the finance manager by preparing month end reports.
* Handling foreign transaction with the clients.
* Preparing cash and bank reports for the inflow/outflow of business.
* Preparation of Inventory Audit reports quarterly.
* Supervising junior financial staff.
* Proactively identifying business improvement opportunities.
* Ensuring that information is accurately collated & entered into systems.
* Preparation of bi-weekly invoice and expense claim payment runs.
* Processing a high volume of multi-currency invoices.
* Responsible for the daily cash transactions, entries in accounting software.
* ***Care Office Equipment Ltd (IT Company) Wholesale/Retail – Rajkot***

Assistant Accountant January 2013 – August 2014.

***Duties & Responsibilities:-***

* Reporting to CA (Ahmedabad Branch)
* Monthly Inventory Management.
* Daily accounting entries in system.
* Follow-up for payments.
* Monthly cash management.
* Managing internal inventory transfers.
* Creditors and Debtors Management.

**KEY SKILLS AND COMPETENCIES**

* Good all round Accounting Knowledge.
* Monthly management accounts preparation.
* Forecast Reporting.
* Knowledge of Accounts Payable & Receivable processes and procedures.
* Strong analytical, problem solving, organizational ability.
* **REFERENCES** –

Available

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Experience in using Sage 200, SAP-B1, XERO,

NAV, Tally ERP and other accounting software.

Experience using payroll software–Merit,

Influence, etc.

Strong Excel skills.