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| **DSC_0085 copy copy**  CONTACT  PERSONAL DETAILS  Date of Birth :25-07-1988  Gender : Male  Nationality : Indian  Marital Status: Single  VISA STATUS  Employment Visa  Expiry : 09/05/2018  LANGUAGES KNOWN:  English  Hindi  Malayalam  Tamil | CURRICULUM VITAE  CAREER OBJECTIVE Seeking a responsible career position in an environment that is challenging and offers growth at every step wherein I can utilize, enhance and contribute my expertise to facilitate development of the organization and myself.+ PROFILE SUMMARY Accounting and Finance Professional with **5 years of experience** including **1 year in UAE** having record of quality work and performance in multicultural organizations operating in sectors like manufacturing, trading and retailing.Gained Intensive experience in handling wide range of accounts and finance related operations including AR/AP analysis, Vendor and Bank reconciliation, Finalizing Trail Balance, Perpetration of Financial Statements (Balance Sheet, Income Statement & Cash Flow Statement) as per IFRS and MIS reporting.Gained experience in Banking and Treasury related matters, Working Capital and Cash Flow Management, Budgeting, Forecasting, Valuation and Costing.Equipped with presentation and report writing skills and an expert user in Oracle R11, Tally ERP 9, and customized ERP Financial Analysis (FA). PROFESSIONAL AND ACADEMIC QUALIFICATION MBA Finance MG University-Kerala-IndiaBachelor in Commerce **(B.Com)** Kannur University-Kerala India STRENGTHS   |  |  | | --- | --- | | * Strong Verbal and Written Communication Skills | * Expert User in ERP’s (Oracle R11, Tally ERP 9. | | * Punctual, Hard Working and enthusiastic | * Expert in AR/AP Reconciliation -  MIS Reporting | | * Effective compliance to SOP and Controls | * High Level Analytical Aptitude |   CAREER SNAPSHOT  **Accountant General From: January 2016 to date**  **PARFAIT COFFEE SHOP LLC (DUBAI – UAE) Manufacturer, Trader and Retailer**  Team of talented Chef’s with more than 25 years of experience, who strive to create products, superior in quality and taste in flavored cakes, customized cakes, 3D cakes, cookies , ice-cream, salty pastries, croissants, mini sandwiches, bread and other tempting sweet and savory bites having 3 outlets in UAE and also provide catering services.  As an accountant, I am responsible for; Prepare MIS (Management Information System)Checking of PO and comparing with old PO the price quantity if needed.Prepared detailed report for the inventory and updating prices.Checking and Verification of daily sale report for 3 Branches.Intimating purchase department when dead level of stock reaches.Verification and review of all accounting activities of Head office.Preparation of Payroll and processing WPS.Preparation of Monthly cash flow statements.Reconciliation of Bank, Petty Cash, Supplier Statements and all ledgers.Manage Accounts Receivable and Payable.Finalize the books of accounts. |
|  | **Accountant – Corporate Accounts From: December 2011 to November 2015**  **Malabar Gold & Diamonds (Kerala –India) Retailer**  One of the famous company of Malabar Group of companies established in 1993 in Calicut Kerala, Playing a pivotal role in Gold Industry of India, GCC and Singapore. Main operations include retailing and wholesaling of Gold and Diamond Ornaments with more than 150 retail outlets.  As an accountant, I was responsible for; Prepare MIS (Management Information System)Preparation of Monthly cash flow and Income statements.Finalize the books of accounts.Prepare and Submit Monthly Sales Tax (VAT).Tally Cash and Stock on Dialy Basis.Perform bank reconciliation & Credit card reconciliation on daily basis.Handle all accounts activities in the showroom.Preparation of Payroll and EPF, ESI Online filling.Prepare Sale Comparison report, Shop position and budget.Prepare Stock Valuation. ACHIEVEMENTS Project – Research on Departmental Strength of KELTRON LTD, Kannur.Project – A Study on Financial Performance of the MATTANUR CO-OPERATIVE RURAL BANK LTDDiploma in Foreign Accounting (QuickBooks, DacEasy, Peachtree & Tally)AL Ameen Accounting Software.Diploma in MS Office. AVALIBILITY  Will be available for job in 15 days. |