**ARUN**

SENIOR ACCOUNTANT

**CONTACT INFORMATION**

**PROFEESIONAL SKILLS**

* Financial Reporting
* Expert in Travel accounts
* Finalization of Accounts
* Cash position and cash flow management
* Accounts payables and Accounts Receivables
* Manual and computer accounting

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 **Career Objective**

To be associated with a Progressive Organization that gives an opportunity to develop and update knowledge, Skills and be part of the team that dynamically works towards the growth of the Company



**Profile Summary**

* Expert Accounts Professional with 10 years of experience in accounts and Admin functions.
* Expert knowledge in accounting packages including Peachtree, Tally ERP, Oracle E- Traveling and DIMS.
* Experience in handling department documentation procedures.
* Ability to work in high stress environment both independently and as a part of team.
* Self-motivated, initiative and hard working.



 **Professional History**

**SAIF AL KHAILI GROUP**

Abu Dhabi, UAE

(May 2015 – Present)

Position: **Senior Accountant**



**Saif Al Khaili Group of Companies with its diversified interests currently operates in hospitality industry, military locations, travel industry and health care services.**

**Key Responsibilities**

* Handling all the accounts of travel business of our group.
* Coordinate and manages accounting activities, monthly transactions and updating and maintain all type of receipts and payments of the company.
* Managing and preparation of accounts receivables &accounts payables statement with ageing analysis.
* Ensure the accurate preparation / reporting of monthly financial results in strict accordance with Company deadlines.
* Preparation of various kind of accounting reports for audit purposes & finalization of Accounts.
* Preparation of bank reconciliation statement and reconciling all ledgers and sub- ledgers.
* Ensure that debtors are monitored and collections are consistent within company time frames.
* Preparing and forwarding invoices and receipts.
* Coordinate with vendors regarding invoicing and payment inquiries and discrepancies.
* Maintenance of Petty Cash Account on a daily basis by entering all the disbursements in the accounts’ system.

**COMPUTER SKILLS**

* Expert in Accounts packages including Oracle E Traveling, Tally ERP, Peachtree, DIMS.
* Excellent in MS office package.
* Good in Adobe Photoshop

**PERSONAL SKILLS**

* A self –confident and positive attitude person.
* Handle new challenges in different environment.
* Professional &competent
* Preparing all financial schedules (advance & accruals, fixed asset schedules).
* Monitoring invoicing, payment, recovery and handling intercompany transactions.
* Managing the payment to IATA with in the stipulated time period of their standard.
* Monitoring the company’s bank accounts and maintaining the fund for the payment and reconciling the Credit Card payment from the customer on a daily basis.

**ROOTS AUTO ENGINEERING CONSULTANTS**

**TOWERS TRADING EST** (Group of business concern)

Abu Dhabi, UAE (NOV 2012 – JAN 2015)

Position: **Senior Accountant**



**Its Business Concern operates in the area of construction, Contacting and medical equipment business. It’s spreading operations in all over the UAE and other Arab Countries.**

**Key Responsibilities**

* Handled all the accounts
* Managing Accounts Receivables and Payables
* Bank and supplier Reconciliation
* Preparation of salary & Final settlement for the staff under W.P.S. system.
* Managing petty cash
* Generating error free reports for management and Auditors
* Preparing documents for letter of credit and letter of guarantee and submitted to bank.
* Responsible for managing all supplier payments.
* Responsible for renewal of vehicle insurance
* Managing administration tasks
* Co-ordinating and making arrangements for staff visa renewal
* Frequent follow-up with our client for collecting outstanding.
* Maintaining fixed asset schedule and manage sheet for prepaid & accrual expenses and encoding entries in the system on a monthly basis.
* Co-ordinate with manager for generating fund and make subsequent cash flow in the bank account.



**HOBBIES AND INTERESTS**

* Listening to music.
* Watching Movies.
* Travelling and Cooking
* Riding

**PERSONAL INFORMATION**

Date of Birth : 30 May 1986

Gender : Male

Marital status: Married

Languages : English,

Malayalam

Nationality : Indian

Visa Status : Transferable

**NORTHERN HEALTH SERVICES CORPORATION LTD**



Raa. Ungoofaaru, Maldives **(Feb 2012** **–** **May 2012)**

Position: **Accountant**

**Key Responsibilities**

* Prepare and reconcile bank statement.
* Managing invoices and receipts.
* Maintaining of all expense and incomes
* Managing Venders payments
* Monitoring the attendance and salary sheet of the employees



**INDUS MOTORS CO. PVT LTD**

Kerala, India (May 2011 – Jan 2012)

Position: **Accountant**

**Key Responsibilities**

* Bank Reconciliation
* Generating invoices
* Managing sales and Making receipts
* Verification of stocks



**GLOBAL AUTO ELECTRICALS PVT LTD**

Kerala, India (March 2007 – April 2011)

Position: **Accountant Executive**

 **Academic Credentials**

**ACCP (Aptech Certified Computer Professional)**

(Aptech Computer Education Ltd)

**Bachelor’s Degree in Commerce**

University of Kerala.

**Higher secondary - Commerce & Accounting**

Higher secondary Board of Kerala.