**CURRICULAM VITAE**

**Name: DILIP**

**DILIP.358017@2freemail.com**

Passport Expiry: 17 October 2020 & Visa Expiry: 26 Jun 2018 (Work Permit - Current Employer)

# Career Objective

To synthesize the professional knowledge acquired, with the inherent personality traits for seeking self-acquisition and growth through honest and diligent work performance. In the long term I would like to take up position of higher responsibilities.

# Professional & Academic Qualifications



 **MASTER BUSSINESS ADMINISTRATION in FINANCE (MBA - YEAR 2012)**

 ***SIKKIM MANIPAL UNIVERSITY,MUMBAI***,

 (Result : 1st Appeared MBA )



 **BACHELOR IN COMMERCE (B. COM - YEAR 2011)**

 ***MAHATMA PHULE EDUCATION SOCIETY NIGHT COLLEGE***

 (Result : 2nd class in B. COM )

 [Sub: Business Economics, Financial Accounting & Cost Accounting]

# Work Experience – 5 Years ( Abroad – UAE, QATAR & BAHRAIN)

** M/s. CRIL PRE-FINISH METALS FZC (RAS AL KHAIMAH)**

 Designation : Sr. Accountant, Total Duration: 21th May 2016 to till now

 Head Office Address : P O Box 16139, Ras Al Khaimah – United Arab Emirates

 **M/S. PRIME ELECTRICAL CONTRACTING CO. LLC (DUBAI)**

 Designation : Accountant, Total Duration: 01st Oct 2015 to 30th Apr2016

 Head Office Address : P O Box 39265, Dubai – United Arab Emirates



 **M/S. BESIX GROUP (DUBAI-UAE)**

 Designation : Accountant, Total Duration: 27th April 2012 to 28th July 2015

 Head Office Address : P O Box 13055, Dubai – United Arab Emirates

# Details of BESIX GROUP: -

**“BESIX Group”** is the largest Belgium group, operating in the construction of buildings, infrastructure, environmental projects and roads. BESIX is also active in the production of raw materials, facility management, real estate development and concessions. It profiles itself as a multi-services group, from client idea to realization and operation.

**“Besix Group”** is one of the leading construction companies in Middle East it has various types of projects including joint venture.

1. DUBAI : Bhuj Khalifa, Lake View Hotel, Palm Jumeirah, Al Garhoud Bridge.
2. ABU DHABI : Yas Island, Yass Mall, Ferrari World, Shaikh Zayed Bridge.
3. QATAR : [Khalifa International Stadium](https://en.wikipedia.org/wiki/Khalifa_International_Stadium) & Hamad International Airport - DOHA
4. BAHRAIN : Four Seasons Hotel – MANAMA

# PROJECT SITE NAME:-



 **FOUR SEASONS HOTEL (B4S) (MANAMA-BAHRAIN)**

 Designation : Site Accountant, Duration: 27th January 13 to 17th April13 A

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 **SIX CONSTRUCT QATAR WLL (HO) (DOHA - QATAR)**

 Designation : Accountant, Duration: 10th July 2014 to 28th July2015

 Address : P O Box 34195, Doha- Qatar

**Working Responsibilities:-**

* Handling Sub Contractor, Foreign supplier & local Supplier’s payments allocating date wise on the basis of supplier’s credit period.
* Prepare Bank reconciliation statement of Foreign &Local banks.­­­­­­­­­­­­
* Follow up our client payment & keep it record as per agreement term.
* Preparing Commission voucher on Tender Bond, Bid Bond & Bank Guarantees.
* Collect document from supplier for the open new Letter of credits [LC] and coordinate with him for import and exports shipments.
* Controlling and managing day to day banking operations and prepare monthly bank reconciliation statements.
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
* Preparing Sub Contact Certificate and maintain position regularly then Updates details as per Agreement wise in Contractor Position.
* Updated Sub Contractor position & Bank Guarantee Statement Monthly.
* Coordinate with bank for transferring of the Fund& other issues.
* Managing petty cash Scrutinize and verifying petty cash vouchers with supporting documents.
* Accounts Receivable: Create and regularly update customer data base AR provisions, balance confirmation Accounts receivable related reports and ensure the effective follow-up with customers, our finance team.
* Accounts Payable: Prepare suppliers payments, checking and verifying with suppliers statement of accounts.

# Work Experience – 5 Years (INDIA)

**Organization:**

1. **M/S. UNIVERSAL MEDICARE PRIVATE LTD.**

 **CHEMBUR (MUMBAI)**

 Designation : Accountant, Duration: February 2007 to December 2007

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1. **M/S. SANGHAVI INFOTECH.**

 **DADAR (MUMBAI)**

 Designation : Accountant, Duration: February 2008 to April 2009

1. **M/S. S. K. KAMDHAR DALAL & CO. CHARTERED ACCOUNTANTS**

 **KHAR (MUMBAI)**

 Designation : Accountant, Duration: April 2009 to November 2010

 **4) M/S. GREENMINT POWER PRIVATE LTD.**

 **ELEPHISTONE ROAD (MUMBAI)**

 Designation : Accountant, Duration: November 2010 to April 2012

**Working Responsibilities:-**

* Handing Petty Cash, Office files and record maintenance, Preparation of Vouchers
* Maintaining of Cash book, Bank book & Inventory Reports etc.
* Generating monthly General Ledger (MIS) Reports and checking the Balances.
* Responsible for Preparation Bank Reconciliation Statement
* Entering Purchase & Sales Transaction on Daily Basis.
* Ledger Scrutiny & Basic Knowledge of Income tax & Sales Tax.
* Handing buying & selling of the shares transactions.
* Handling Audit Queries regarding Balance Sheet.
* Handling entire process of filing TDS Return.
* Preparation of Trial Balance, Balance sheet & Salary Computations Statements.
* Internal Audit of various of companies
* Maintain Tally 7.2, 9 ERP.
* Ensure timely processing of bills entry in Tally 7.2, 9 ERP and verification of bills.

# Computer Literacy:-

* Proficiency in Computer packages like MS Word, MS Excel, and also worked on Accounting Packages like Tally 9.3 ERP

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# Personal details :-

* Date of Birth : 16thMay1986
* Gender : Male
* Nationality : Indian
* Marital Status : Married
* Languages known : English, Hindi & Marathi
* Hobbies : Listening Music, Reading Books & Travelling

# DECLARATION:-

The above mentioned details are true to the best of my knowledge and kindly consider my application details and provide me an opportunity to serve in your organization.

I shall be ever grateful to you sir.