

**Jacob**

**Jacob.359591@2freemail.com**

**INTERESTED JOBS**

**Assistant Accounts Manager / Assistant Finance Manager / Senior Accountant /Accountant**

**CAREER OBJECTIVES**

Being a young and dynamic Professional Accountant my objective is to secure a challenging position in an organization where I can utilize my knowledge, skills and experience effectively & efficiently to contribute to overall development of the organization and my personal growth.

**KEY STRENGTH AREAS**

Focused & result oriented approach for optimum productivity.

Creative, innovative & application of common sense approach in problem solving.

**AREAS OF COMPETENCIES**

Cost Management Cash Flow Management

Budgeting Budget v/s Actual Management

Finalization of Accounts Ratio Analysis Inventory Control / Management Fixed Assets Management

 Accounts Payables / Receivable Management Handling Trade Facilities

# AWARDS & ACHIEVEMENTS

* Best Employee of the month Award by Aseela Garments in 2007
* Negotiated successfully with banks for basket of facilities.
* Successfully implemented ERP with necessary changes in Inventory & other Modules
* Reduced Logistic Cost by understanding the rates & procedures thru lines.

# EXPERIENCE

**Position Held: Senior Accountant**

**Organization: CASPIAN CHEMICAL FZCO, Dubai**

**Period: From January’ 08 to till date.**

**Reporting to: Managing Director / Finance Controller**

**Job Responsibilities**

* Responsible for Total Accounting, Finance & Banking Functions for group of companies and reporting to Managing Director / Finance Controller.
* Establishing LC’s, TR’ LG and monitoring the working capital requirements and taking the necessary actions and negotiating with banks accordingly.
* Recording all the necessary Adjustment entries to close the books on periodical basis
* Inventory management by reconciling monthly stock reports & revaluation passing necessary entries for material stored in different locations on the basis of Volume as well as Packages.
* Overhead analyzation and taking necessary steps to cut down the cost. And profitability analysis by profit centers.
* Identifying slow moving stock & notifying to sales department for follow up and actions.
* Establishing Financial and Accounting Systems, Internal Controls and monitoring of their adequacy Consolidation of Report based on data collected from other companies
* Profitability reports on monthly basis, budgeting, cash flow statements, revenue and cost center performance analysis, overhead analysis, Budget vs Actual variance report and ratio analysis.
* Regular review of funds, banking facilities, facilitating bank guarantees/letters of credit, periodical status reports to Bank.
* Finalization of accounts with audit compliance and liaison with the insurance companies, banks and other departments etc.

**Significant Contribution**

* Negotiated successfully with banks for basket of facilities.
* Successfully implemented ERP with necessary changes in Inventory & other Modules
* Reduced Logistic Cost by understanding the rates & procedures thru lines.

**Position Held: Accountant**

**Organization: ASEELA GARMENTS TRADING L.L.C, Dubai, UAE**

**Period: From July’2004 to Dec’07**

**Reporting to: Managing Director**

**Job Responsibilities**

* Final Accounts / Preparing Trial Balance, Profit & Loss Account.
* Passing journal & adjustment entries
* Preparing letter of credit by coordinating with bank & their clauses & amendments.
* Bank reconciliation statement for every month.
* Clearing imported goods by coordinating with customs & clearing agents.
* Making daily payment & receipt vouchers.
* Preparing delivery orders & challans.
* Purchase of raw materials & maintaining account payable.
* Issuing daily invoices & follow ups for account receivables.
* Maintain warehouse stocks and keep update in computer on daily & weekly basis.
* Receive and issue all type of materials.
* Arranging for sending cutting in factory for production.
* Follow up with factories for Production, price requirement and shortage.
* Verification and making D.O. deliveries goods to schools and offices.
* All legal formalities.

**Position Held: Accountant**

**Organization: Sem Tian Exports & Hotels Pvt. Ltd., New Delhi, India.**

**Period: From August’2001 to June’2004**

**Reporting to: Senior Accountant**

**Job Responsibilities**

* Passing journal entries & making necessary adjustment entries.
* Handling accounts up to finalization.
* Generating periodic MIS reports to the management.
* Computation of Income tax.
* Handling Payroll.
* **Worked as an Accounts Assistant** in Ashish Textile Ind. Pvt. Ltd and N.M. Agarwal – Chartered Accountants, Mumbai from July 2000 to July 2001.
* **Worked as an Accounts Assistant** in M.A. Parekh & Associates – Chartered Accountants from July 1999 to June 2000.

**Educational Attainment:**

* Currently perusing CMA (Part II- Financial Decision Making) training with Chicago Management Sharjah.
* Bachelor of Business Management from Mangalore University in the year 1999.

# Computer Knowledge:

* Diploma in MS office (Word, Excel and PPT)
* Accounting Package Visual Win Trade,
* Tally 4.5, 5.4, 6.3, 9.1 & ERP.

# Extra-Curricular Activities:

* Playing Cricket,
* Reading books, Listening to Music
* Swimming and playing Indoor Games

# Personal Details:

**Date of Birth :** 03rd January 1977

**Gender :** Male

**Nationality :** Indian

**Marital Status :** Married

**Driving License** : Yes - Dubai Driving License

**Visa Status : Residence Visa (Will join immediately without notice period)**

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.