**SWAMY**

**SWAMY.362075@2freemail.com**

**A well accomplished Finance Professional seeking Senior Accountant positionwith an**

**organization of high repute**

**PROFILE SUMMARY**

MBA (Finance) professional having over 9+ years of rich experience in Finance and Accounts. Accomplished in negotiating transactions with in Construction & Manufacturing Industry in Dubai (UAE). Have gained sound experience in MIS Reporting, Finance & Accounts. Extensive experience in the Cash Management, Payroll, Store Management, reviewing internal systems / procedures and extending remedial measures / suggestions for improvements. Outstanding knowledge on AR, AP & Job Costing, related parties’ reconciliation and bank recon. Have leadership experience resulting in better financial performance and enhanced systems for higher performance of the team. Exceptional MS office skills (especially in Excel advanced tools) for various reconciliation purpose. Analytical and review of monthly/yearly closing the books of accounts.

**CORE COMPETENCIES**

**Skill Sets**

**Finance & Accounts**

**Internal Control**

**Inventory Management**

**Reporting & Documentation**

**Coordination**

**Auditing**

**Financial Analysis**

**Team Management**

* Preparing monthly financial statements, reports and records by collecting, analyzing and summarizing account information
* In charge for developing and documenting business processes and accounting policies to maintain and strengthen internal controls
* Discharging detailed analysis and recommend modifications to accounting systems and procedures
* Maintaining and balancing subsidiary accounts by verifying, allocating, posting, reconciling transactions, resolving discrepancies
* Producing payroll by initiating computer processing, printing checks, verifying finished product, completing external audit by analyzing and scheduling general ledger accounts
* Conducting monthly & quarterly account reconciliations to ensure accurate reporting and ledger maintenance
* Spearheading activities involving working out various requirements & monitoring overall operations for ensuring timely completion

**ACADEMIC CREDENTIALS**

* MBA (Finance) From Mahatma Gandhi University, India, in the year of 2011.
* B.Com (Computer Applications) from Osmania University, India, in the year of 2007.

**WORK EXPERIENCE (Based in UAE more than 9+ years)**

 ***Advanced Metal Works FZCO (Al Jomaih Group - KSA) as Sr. Accountant***

***JUNE 2014 - PRESENT***

**Responsibilities:**

* Handling activities related to preparation of asset, liability and capital account entries by consolidating&reviewing account information
* Compiling current financial status & forming Cash Flow, Profit & Loss Statement, Balance Sheet and Other Reports
* Validating financial transactions by auditing documents
* Accountable for administering:
* Accounting controls by makingand suggesting policies & procedures
* Financial security by following internal controls
* Customer confidence & protects operations by keeping financial information including all customers KPI docs
* Resolving financial discrepancies throughgathering and evaluating account information
* Producing Payroll, Employee Benefits, Employee Full & Final Settlements, Customer Collections AR&AP andProjects/Customer Invoices
* Skilled in settling customers accounts including related parties’ transactions
* Holds the distinction in creating special financial reports by collecting, analyzing and summarizing account information and trends
* Supervising stores& inventory movement
* Proficient in scrutinizing suppliers & sub-contractors payments reconciliation
* Assertive in supporting accounting clerical staff with the help of recreational sessions and collaboration
* Assist to HR & Admin Dept. for various related functions
* Pivotal in regulating with Finance Manager and Financial Controller for various MIS reports

***Kwik Steel Structures FZCO (Group companies of “Convrgnt Value Engineering LLC” & “Ebasco Trading Establishment”) as Accountant***

***DEC 2007 – MAY 2014***

**Responsibilities:**

* Maintained a track record of monthly expenses related to monthly financials
* Played a stellar role in revising MIS Reports like Ageing of AR & AP including ageing of inventory
* Organized activities related to petty cash - analysis, distribution & logical tests
* Carried out duties like producing vouchers (journal, cash payments & receipts, debit/credit notes) and execution of suppliers payments and receipts in full-fledged ERP system
* Efficiently handled settlement of Debtors & Creditors Ledger
* Analyzed project costing andvarious reports for MIS purpose
* Held accountability for:
* Producing monthly report of payments/payable cycle
* Handling supplier inquiry regarding their accounts
* Generating annual audit schedules and queries for Statutory Auditor's
* Monthly payroll (staff & workers) and disbursement
* Supported the review & formation of cash flow weekly basis
* Analysed& verifiedclient’s accounts and review

**Highlight:**

* Functioned as a core member of ERP Development Team for more than 2 years in functions of ERP software related to various department modules (Production, Procurement, HR & Admin, Finance & Accounts, Stores, etc.)

**ACADEMIC PROJECT**

* Organizational Behavior in Kwik Steel Structures FZCO (MBA Project)

**IT SKILLS**

* Well versed with:
* Operating Systems (Windows XP, 98, 2000, 2007, 2010)
* Accounting Packages (ERP and Tally 7.2& Tally ERP 9)
* MS Office (Microsoft Word, Advanced Excel, Power Point)

**PERSONAL DETAILS**

Date of Birth: 24th June, 1986

Marital Status: Married

Nationality: Indian
Languages Known: English, Hindi & Telugu