**FINANCE PROFESSIONAL/B.COM, MBA + 6YRS EXPERIENCE IN MIDDLE EAST**



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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | |  | | **VIPIN**  [**VIPIN.362863@2freemail.com**](mailto:VIPIN.362863@2freemail.com) | | |
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***Objective***

* I am seeking employment with your company where I can grow professionally and personally.
* I seek challenging opportunities where I can fully use my skills for the success of the organization.
* I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities.
* I want to excel in this field with hard work, perseverance and dedication.
* I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

***Key Skills:***

* Financial Analysis
* Financial Statement Preparation
* Payroll Processing

***Key Achievements***

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|  |  |  |
| --- | --- | --- |
| Forecasting & Budgeting | ⦁ | Cash Management |
| Financial Management | ⦁ | Data Processing |
| Bank Reconciliation | ⦁ | AR & AP |

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Reduced receivable by 25% ⦁ Improved Credit limit utilization by 20%

Eliminated Second Quality and defective stocks ⦁ Brought down office cost by 10%

Brought down outstanding in account receivables by 40 % ⦁ Improved credit limit utilization of accounts

Payables by 15%

***Experience Summary***

***Employer: Alyafya Trading Co. Ltd*** ***Dammam, Saudi Arabia***

***Position: General Accountant*** ***Sept’ 2012 to Mar’ 2017***

***Company Profile:***

In 1948, **Shaikh Abdulla H. Al-Mutawa** founded the "**Abdulla H. Al-Mutawa Contracting Establishment**" and fulfilled his personal vision of creating a full service company that spawns a unique tradition of value and excellence. From a core business of contracting, **AMSG** had grown into a prominent holdings company with diversified interests in Manufacturing, Trading, Construction, Restaurants & Catering, Sanitation, Trash removal & Pest control, Nondestructive testing & Inspection and Information Technology.

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***Job Profile:***

* Managing Accounts Receivables by posting all credit & debit documents to the client ledger and generating outstanding report, persistent follow – up for the outstanding with the client.
* Responsible for setting up all accounting policies, procedures and systems to ensure accurate financial statements are generated on a time basis.
* Keeping receivables under control, Minimizing or eliminating doubtful debts.
* Managing of Accounts Payables by posting all credit and debit documents to the supplier ledger and generating outstanding report, optimum utilization of credit limit on purchases and keeping purchase outstanding as well as cost under control.
* Preparing Petty Cash.
* Preparing weekly reports i.e., cost report, Sales & collection report and submitting to CFO and other top management on time.
* Preparing Bank reconciliation report for current, cash & credit, Optimum utilization of credit limit and keeping bank charges under control.
* Distributing of staff salary, Maintenance of time records, encouraging punctuality and rewarding late hour assignments.
* Generating of Balance Sheet, Profit & Loss Account and finalization of accounts after posting debit voucher, credit voucher, sales voucher, purchase voucher, general voucher etc.
* Preparing annual budget of the office & keeping office costs in check in respect of electricity bills, telephone bills
* Issuing advance to marketing employees of the company, soliciting travelling statements from them in regards to Food, Accommodation, Travelling and setting the advances.
* Implementing stock segregation system by dividing materials, stock in groups and preparing stock summary report every month.
* Other HR/Administration duties including Payroll Processing, Computation of employee benefits and leave salary, approving personal requests, preparation of vacation settlements, updating passport and Iqama details, General correspondence, filling , faxing, photocopying etc.

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| --- | --- |
| **Employer: Global Paints & Chemicals** | **Kerala, India** |
| **Position: Accountant** | **May 2011 to Sept 2012** |

***Company Profile***

Global Paints & Chemicals is a leading paints & chemical distribution company in south India.

***Job Profile***

* Prepared & submitted weekly, monthly reports to Accounts Manager
* Prepared Accounts Receivables, Payables & General Journal Entries.
* Maintained Petty Cash.
* Prepared Bank Reconciliation report for current, Cash & Credit, Optimum utilization of credit limit and keeping bank charges under control.
* Distribution of staff salary, Maintenance of time records, encouraging punctuality and rewarding late hour assignments.
* General Office administrative works

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***Highlights of Qualification***

* Top student in Masters of Business Administration at Vidya Vikas College of Engineering & Technology and 32th rank holder at Anna University.
* Extremely motivated and results-driven financial professional with exceptional leadership skills.
* Strong accounting skills are developed through 4years related work experience and Achieved Best Performer Award within Six Months of employment with AMSG.
* Demonstrates ability to proactively work independently, to produce and lead exceptional performance within a team environment and to creatively resolve problems and capitalize on opportunities.
* Skilled in the production and presentation of consolidated financial statements and in the preparation of payroll, and sales.
* Self –starter with strong work ethic will do what it takes to get the job done.
* Committed highest ethical standards.
* Actively develops subordinates to grow and expand their skills through on-going training.
* Proficient in Windows, Microsoft Word, Excel, PowerPoint and other Accounting & Payroll software (TALLY, ERP, Peachtree etc.) .

***Education***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2011 | Master’s Degree in Business Administration | | Anna University, India | Completed |
|  | (Specialized in Finance & Human Resources) | |  |  |
| 2009 | Bachelor Degree in Commerce (B.Com) | | Kerala University | Completed |
| 2008 | Diploma in Accounting Software TALLY | | Softcom Computer | Completed |
| 2007 | Diploma In Computer Application | | Softcom Computers | Completed |
| ***Personal*** | ***Details*** |  |  |  |
| Age & Date of Birth | | : 28, 29/03/1989 |  |  |
| Sex |  | : Male |  |  |
| Marital Status | | : Single |  |  |
| Nationality | | : Indian |  |  |

***Declaration:***

I hereby declare that all the above statements are true and correct in my knowledge and belief and the information given in this is accurate and fair reflection of my ability.

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