|  |  |
| --- | --- |
| **Sahil**  [**SAHIL.363649@2freemail.com**](mailto:SAHIL.363649@2freemail.com) | Sahil |

**Accountant**

SUMMARY

Profile : Male, 32 years, married

Nationality : India

Position : Accountant

Company : National Food Product Co LLC

(Reporting to: Senior Accountant)

Current Location : Sharjah – UAE.

GENERAL PROFILE

* Bachelor’s Degree in Commerce (B.Com) with Elective Subject Co Operetion-**2003 - 2006**
* Higher Secondary Examination Elective Subject Mathematics

PROFESSIONAL EXPERIENCE

* Working in National Food Product Co UAE, As accountant
* Worked in Sree Sakthi Paper Mills LTD as Internal Audit Assistant from July 2007 to November 2009 (2 year and 4 months )

WORK EXPERIENCE

**NATIONAL FOOD PRODUCT CO LLC, UAE** (25 December onward)

###### The company is one of the leading FMCG companies in Middle East. It has got wide variety of products under different brand names and extends its hands to several foreign countries.

**Role of Accountant**

Working as Accountant in A/R in Northern Emirates region Lacnor

Responsibilities:

* Verify upper trade and Lower trade invoices with control lists, LPOs, Good Received Vouchers, Order Forms etc. and update sales before cut off time.
* Verify Pre updation Sales Report & update Lacnor Lower Trade Upper tarde & Horeca Invoices of Lacnor Sharjah.
* Verification of distribution warehouse stock report on daily basis after sales updation and ensure that the stock is nil.
* Match daily return and exchange voucher entries in concerned customer/salesman accounts in JDE before AR closing.
* Upload daily salesmen collections to JDE, allocate, match and generate daily salesmen short / excess report and communicate to concerned supervisors for clearing daily personal shorts, if any.
* Verification & reconciliation of received not vouchered and open sales order reports
* Perform voucher matching of Intercompany purchases and monthly reconciliation of inter-company customer & supplier accounts.
* Verify and post gift issue, damage item documents receiving from store
* Perform monthly closing entries related to Sales before deadline
* Credit Customer Collection Matching
* Reconciliation of Credit Customer account
* Verification & Submission of New Credit Customer Information with related documents and Approvals
* Entering Credit customers cheque and perform the collection matching
* Verification and comparison of warehouse stock report with total sales invoice quantity
* Verification and transferring of Display rent given to Customers to the concerned GL account.
* Cash and Cheque Reconciliation on the month end
* Web entries and GL entries comparison
* Preparing Petty Cash Vouchers

**SREE SAKTHI PAPER MILLS LTD - KERALA**

Company Activity: Manufactures Of Duplex Board

Position: Internal Audit Assistant.

Period : 2007 - 2009

* Preparation of daily Audit Report.
* Calculation daily profit/loss & cost of production.
* Preparation of daily Stock Register of Finished Goods
* Checking of Raw Material stock.
* Checking over every departmental works.
* Calculation of Over Time of employees
* Periodical Stock Checking and comparison

##### ACADEMIC QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **University/ Board** | **Year Of Passing** | **% Secured** |
| **B.com** | Calicut University ,Kerala | **2006** | **59** |
| **Plus Two** | Board of Vocational Higher Secondary Education, Kerala | **1999** | **60** |
| **SSLC** | Public Board of Examination, Kerala | **1997** | **66** |

##### IT SKILL

ERP System : Oracle (JD Edwards)

Accounting Packages : PeopleSoft

Application Packages : MS- Office

##### LANGUAGES

* + - * English Fluent
      * Malayalam Native
      * Hindi Read And Speak
      * Tamil Listening

##### VISA DETAILS

Employment Visa Valid Up to – 14.01.2019

##### COMMENTS

* + - * Need one Month Notice Period for joining