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| **AJISH** **AJISH.364596@2freemail.com** |  |
|  | **Accounts & Finance Professional** |
|  | *“With* ***7 plus years*** *of successful career in* ***Accounts, Finance & Auditing,*** *strong leadership skills and surpassing performance parameters. Presently seeks a challenging management position in forward-looking organization to use gained expertise, contacts, and industry knowledge.* Ready to take responsibilities with vigor and commitment”. Wide exposure to accounting policies & procedures, Efficient in Analyzing, Comparing and interpreting facts and figures quickly, **Substantial exposure of Construction, Manufacturing and Service sectors**; Budgeting, Expenditure management and control, Proficient in computerized accounting; Can work under pressure and meet deadlines; |
|  **EXPERTISE**

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| **Accounting & Finance Services:*** Financial Statements Closing
* Business Valuations
* Budgeting
 | **Technical** * Tally ERP 9
* Oracle Financial
* MS Excel/Word/Outlook/PowerPoint
* SUN Systems.
* Lotus Notes
* IPower
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| **WORKING EXPERIENCE*** **Accountant, Price Waterhouse Coopers (PwC), Emaar Square, Dubai, UAE.**
* **Accountant,HLP Group of Companies, Business Bay, Dubai,UAE.(3 May 2015 to 01 April 2016)**
* **Chief Accountant, Diocese of Kalyan , Mumbai (September 2012 to January 2015)**
* **Accountant**, M/s.IBM, Malad West, Mumbai **(March 2012 to September 2012)**
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| **Accountant General, PricewaterhouseCoopers(PwC)*** Serves as the subject matter expert on processes, procedures and systems related to Accounts Payable, Expense Claim reimbursements.
* Reconciliation of Bank statements and other accounts.
* Posting and Releasing of petty cash (Office, Legal & PRO) as per the requirements.
* Reconciliation of petty cash (Office, Legal & PRO).
* Posting and Releasing vendor payments as per approved LPO
* Inter-territory invoice posting and releasing the payments as per the approval received from engagement partner.
* Managing and Allocating the Funds
* Inter branch Accounting.
* Strong in interaction with Auditors for Finalization

**Accountant,HLP Commercial Brokers LLC*** Played a key role in Consolidation of accounts at the time of acquisition (PwC acquiring HLP) and Group Accounts.
* Preparing monthly Financials like Trial Balance, Profit & Loss a/c, Balance Sheet.
* Experienced in preparation of monthly Bank Reconciliation Statement.
* Managing Accounts receivables and payables.
* Experienced in preparing and updating of SOA.
* Experienced in Monthly Invoicing to Client as per the Time Sheets
* Monthly Pay Roll Maintenance.
* Making payments to local and overseas suppliers based on due date and allocate, Monitor accounts to ensure payments are up to date.
* Self-Correspondence with all Clients and Banks.
* Expertise in Audit preparation of yearly Financials in Audit format and submitting to auditors for auditing.
* Strong in interaction with Auditors for Finalization of Accounts.
* Reviews audit issues and makes corrections as necessary.

**Chief Accountant, Diocese of Kalyan**  * Experienced in preparing monthly Financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
* Expertise in Audit preparation of yearly Financials in Audit format and submitting to auditors for auditing
* Strong in interaction with Auditors for Finalization of Accounts
* Experienced in preparation of monthly Bank Reconciliation Statement
* Expertise in Preparation of Monthly Schedules
* Supervising and Coordinating subordinates to ensure in smooth Accounting.
* Handling Self-Correspondence with all Clients and Banks
* Monthly Pay Roll Maintenance.
* Preparation of Monthly Professional Tax
* **Vouching** of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts.
* Quarterly stock taking
* **Account Receivable:** Overall monitoring and controlling of Accounts Receivables.
* **Accounts Payables:** Making payments to local and overseas suppliers based on due date and allocate, Monitor accounts to ensure payments are up to date, Transfer fund from bank to meet the commitment, Manage the weekly cheque run and record Managing and coordinating the activities of Bank and Financial Department.
* Making yearly budgeting of **a Trust**.
* **Reconciliation** of Bank statements and other accounts.
* Coordination of **Statutory audit** and other special engagements.

**Accountant**: -**M/s.IBM, Malad West, Mumbai*** Strong in interaction with Auditors for Finalization of Accounts
* Monthly Pay Roll Maintenance
* Preparing employees data in MIS system
* Preparation of Monthly Professional Tax
* Online TDS payments & return filing
* Operate office equipment like copiers or [fax](http://www.wisegeek.com/what-is-a-fax.htm) machines
* File and organize information
* Use specific programs like Microsoft Word®, Excel®.
* Help with office accounting
* Scheduling meetings and appointments
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| **EDUCATION****Professional Qualifications:*** M.B.A in Finance (Pursuing from Welingkar University)
* B Com. Mumbai University India
* ICWAI of India 6 months course completed and studying ICWAI of India
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| **IT SKILLS** |
| * Sun System
* iPower
* Lotus Notes
* Tally ERP 9
* Proficient with MS Office Suite
* Quick Books
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