[**Siddik.365284@2freemail.com**](mailto:Siddik.365284@2freemail.com)

**SIDDIK**

**Senior Accountant / Accountant**

Visa Status : Visit Visa

Accomplished Accounts Officer with influential 11+ years of experience in financial accounting. Expertise in handling of accounting from journal to finalization. Explicitly having experience in management role. Excellent leadership skills, effective communication and organizing capability.

TECHNICAL EXPERIENCE:



E.R.P.: TALLY ERP 9.1, PEACHTREE 2005, FOCUS 6, QUICKBOOK and MICROSOFT EXCEL, WORD KNOWLEDGE OF SAP FICO

FUNCTIONAL EXPERIENCE:



Senior Accountant

MILES COAST LLC, OMAN

February 2013 – February 2017 (4 Years)

Role: Accounts, Audit, Finance, Tax and Administration Technology: Tally 9.1 ERP

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**Responsibilities:**

* Responsible for day to day finance and accounts operations.
* Planned and administrated regular office works and vehicle
* Prepared journal entries, and manufacturing and inventory entries,
* Controlled Expenses and enhance revenue and improve profit.
* Prepared and Approved Cash and credit invoice and Checked DO and sales order
* Maintained petty cash books with book keeping and job book
* Followed Receivable Payable payments and Prepared planning chat for collecting amount and Supplier cheques(PDC)
* Communicated and visit customers on a daily basic to cheques collections and review age analysis.
* Bank and Account Reconciled and monitored credit card payments.
* Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
* Salary Administration.
* Monitored Inventories with Coordinate with Purchase dept. and checked and approved purchase bills
* Approved Purchase Order with Price Comparisons sheet
* Maintained job Costing, Calculated Process Cost –Direct and Indirect Cost of Material ,Labor and factory Over head
* Transfer Entries for Production (Inventories pass to same job production and Calculate Cost of Goods and Marginal Cost)
* Entered &Prepared Cost of Production reports.
* Coordinate with bank manager for banking activities as loans: bill discounting. LC Processing , Vehicle Loan and over draft (REF: Mr. Emad, Oman Arab Bank, Barka Branch)
* Responsible for timely monthly and yearly:(MIS Reports): consolidated financial statements, BRS, Contribution Statement, Ageing Receivable Payable reports, Finished Goods Flow, cash-flow & Fund flow Statement, Summarized Collection reports and cash budget
* (Finalization of Accounts ) Closing Accounts Month and End of year and coordinated the external audit process and the necessary preparations.

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Accountant

DESKMATE GLOBAL EXPRESS, INDIA Dec 2010 – Jan 2013 (2 Years & 2 Months) Technology: QuickBooks

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**Responsibilities:**

* Handled accounts payable and accounts receivable
* Filled out order invoices and prepared client sales invoice
* Checked balances in ledgers and issued statement of accounts to all client
* Printed and Prepared PDC cheques and followed client due payments
* Compile and maintained all necessary records
* Prepared Balance sheet, upto finalization individual Proficient in TDS, VAT, Excise, Service Tax, statutory compliances
* Prepared MIS Reports on weekly basis and monitored day to day Accounting operations of the Organization.

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Senior Accountant

PREMIER PRODUCTION FABRICATORS LLC, OMAN Jan 2007 – Jan 2009 (2 Years)

Technology: Focus 6

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**Responsibilities:**

* Reviewed, verified and process accounts payable transactions
* Generated invoices and verify billing input
* Received and processed payments
* Prepared bank deposits
* Follow up on collections
* Performed bank reconciliations
* Audit and entered employee expense reports
* Reconciled assigned accounts
* Prepared and input journal entries into general ledger
* Prepared and distribute monthly financial reports
* Verify and processed timecards
* Calculated withholdings and prepare payroll checks
* Ensured compliance with internal controls

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Accountant

SIMA TRADING ENTERPRISES, INDIA Sep 2000 – Feb 2006 (5.4 Years)

Role: Accounts Assistant (Apr 2003 – Feb 2006, 2 years & 10 months) and Ware House & Shipments In charge (Sep 2000 – Mar 2003, 2 years 6 months)

Technology: Peachtree

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**Responsibilities:**

* Entered Journal & ledger, bank reconciliation, cheques printing, voucher printing, invoice issued, supplier invoice checking, bank deposit ,petty cash maintained, Coordinated and performed assigned materials management tasks, Including Placing orders with the vendors; Inventory Control, Accepting incoming orders; Rotating, Stocking, and maintain inventory
* Helped in other managerial tasks including the data entry
* Processed and maintained materials management details and files, buy orders, invoices, receivers, packing slip
* Reconciled and submitted finished and closed buy orders to the pharmacists to submit the accounts due manager



ACADEMIC EDUCATION:

Master of Business Administration, INDIRA GANDHI INSTITUE TECHNOLOGY & MANAGEMENT DURING 2009 -2011 Bachelor of Commerce, BHARTHIDASAN UNIVERSITY DURING 1997 - 2000.

ADDITIONAL QUALIFICATION:

SAP FICO (FINANCIAL & COST) ECC 6. CONSULTANT

Diploma in Bachelor of Accounts & Methods / Diploma in Dot-Com Computing

TECHNICAL SKILL SET:

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| --- | --- | --- | --- | --- |
| Accounting ERP Packages | | Tally 9 & ERP, SAP R/3 ECC 6.0, Quick Book, Peachtree 2005, Focus 6 | | |
| Office Application | | MS Excel with all Formula, MS Word | | |
| PERSONAL SKILLS: | |  |  |  |
|  | Excellent interpersonal skills |  |  | Communications skill |
|  | Team building skills |  |  Effective verbal and listening | |
|  Analytical and problem solving skills | | |  | Attention to detail |
|  | Decision making skills |  |  | Time management skills |

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| --- | --- | --- | --- |
| PERSONAL DETAILS: | |  |  |
|  |  |  |  |
| Marital Status | Married | Visa | On Visit visa |

I hereby, declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

**SIDDIK**