***\*\* EXPERIENCE MATTERS & MASTERS \*\****

*Resume For Accountant.*

**SAGY**



E-Mail Id : [sagy.370051@2freemail.com](mailto:sagy.370051@2freemail.com)

*Self Assessment:* **18 years** of experience in accounting and administration.

Possess valid **UAE Driving License & personal car.**

Versatile and able to work under any environment, with good common sense,

excellent communication & inter personal skills and interested in taking new responsibilities for mutual benefits.

**PROFESSIONAL experience**

***Accountant (From 2011 July till to date)***

*Employer:***Specialized Metal Design LLC**, Dubai. (An ISO 9001:2008)

(Steel design, fabrication and Installation)

*Major Clients:* Dubai Properties & Asset Management, ALEC, Arabtec, Emarat, Al

Rostamani Pegel LLC, Brookfield Multiplex Qatar, Services & Trade LLC,

Sigma Industries Qatar, Electro Industries, Jeet Building Contracting

LLC, Hypsos Middle East LLC, Fibrex LLC, Adhi Oman…….

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***Accounts and Administration (4 year)***

*Employer:* **Auto Magic,** Dubai.

*Responsibilities:* Assess and give estimation. Deal with main vehicle dealers of Mercedes Benz, Toyota, Volks Wagon, Chevrolet & Nissan motors.

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***Customer Care Executive (7 year)***

*Employer:* **Elite Valet Car Parking**, Dubai.

*Responsibilities:* Maintain high quality guest relation.

*Major Clients:* (*Burj Al Arab, Jumeirah Beach, Emirates Towers, Royal Mirrage, Le Meridian,*

*Fairmont*…etc

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***Accounts Assistant (2 year)***

*Employer:* **Iron Exchange India Ltd**, Ville Parle (W), Bombay, India

(Manufacture of water purifying products}

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***Accountant cum Administrator (7 year)***

*Employer:* **The Champakulam Milk Producers Co-operative Society Ltd,** Kerala,

India. (A Govt. undertaking company)

Responsibilities: Well knowledge in Manual accounting up to balance sheet for Gov. auditing and reporting to the board and government departments as well.

**RESPONSIBILITIES UNDERTAKEN INDEPENDENTLY**

01. Ensure Generally Accepted Accounting Principles and

Regional accounting policies & procedures

02. Process invoices in the ERP system, scan & send to customers

03. Maintain Payables & Receivables, through recording of Purchase and

Sales Invoices including progressive invoicing, reversing upon

Payment & Collection and prepare aged schedule

04. Prepares general ledger reconciliations including intercompany to sub-

ledgers. Provide interpretation of accounts and records

05. Keep track of Cash in hand and manage & maintain Petty Cash

06. Bank Reconciliation

07. Deal with banks for availing bank facilities like LC, OD, Loans, Bill

discounting & Cheque discounting etc

08. Process pay roll & salary payout through W P S

09. Plan and control of Cash Flows & Budget

10. Maintaining stock registers & preparing L.P.O

11. Manage Fixed Assets including fixed assets register maintenance,

addition\deletion of assets, prepare depreciation schedule and

periodic stock taking & physical verification

12. Prepare Leave and End Service Benefit settlements

13. Process MIS & reports to Finance Manager

14. Perform monthly, quarterly and annual closing entries for ensuring

accuracy, timeliness, compliance and identification of

financial/business issues.

15. For year-end close prepare trial balance, financial statements and assist

with external auditors

16. Efficient in collection of bills receivable.

17. Credit control analysis

***Academic Qualifications:***

Bachelor of Commerce (B Com)

Junior Diploma in Co-Operation (JDC) & Accounting

Pursuing MBA Finance.

***Other Qualifications:***

*Computer:* Excel, Word, Web, Outlook.

*Accounting Software:* Knowledge in Peachtree & Tally and presently working on Infos ERP

***Languages Known:***

English, Hindi, Malayalam, Tamil & Arabic (a little).

***Personal Profile:***

Gender : Male. Nationality : Indian.

Religion : Christian. Birth day : 21-3-1969.

Marital Status : Married. Children : Two

Sagy