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

 *Resume For Accountant.*

 **SAGY**



 E-Mail Id : 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…….

========================================================================================

***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.

========================================================================================

***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

=========================================================================================

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

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

 (Manufacture of water purifying products}

=========================================================================================

(Page 2 of 2)

***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