**Jayaprakash**

**Jayaprakash.370471@2freemail.com**

**Accountant**

at ASSOCIATE LUMBERS

Location: Bengaluru, India

Education: Master's degree, Finance And Banking

Experience: 19 Years, 9 Months

**TARGET JOB**

Target Job Title: Senior Accountant

Career Level: Management

Target Job Location: UAE; Oman; Saudi Arabia

Career Objective: be a successful professional Accountant

Employment Type: Full Time Employee

Target Monthly Salary: OMR 600 (≈ USD 1,558)

Notice Period: Immediately

Last Monthly Salary: INR 35,000 (≈ USD 542)

**PERSONAL INFORMATION**

Birth Date: 9 March 1970 (Age: 47)

Gender: Male

Nationality: India

Residence Country: Bengaluru, India

Visa Status: No Visa

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Name in Arabic: شﺎﻛاﺮﺑﺎﻳﺎﺟ

Marital Status: Married

Number of Dependents: 1

Driving License Issued From: India

**EXPERIENCE (19 YEARS, 9 MONTHS)**

June 2015 - Present

**Accountant**

at ASSOCIATE LUMBERS

**Location:** Bengaluru, India

**Company Industry:** Contracts/Purchasing

**Job Role:** Purchasing and Procurement

* Bank Liaison & Negotiation
* Letters of Credit
* Accounts Payable / Receivable ♦MIS / Financial Reporting
* FinancialAnalysis and Controls
* Inventory Control
* Credit Control

♦Fixed Assets Management

♦Payroll Management

* Finalization of Accounts
* Inter Company Reconciliation

April 2009 - January 2015

**Accountant**

at TECHNO PLASTIC INDUSTRY LLC,OMAN

**Location:** Muscat, Oman

**Company Industry:** Manufacturing

**Job Role:** Accounting and Auditing

* Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries. Including various MIS Reports through ERP Based Microsoft Dynamics - ERP
* Analyzed financial accounts to provide detailed reports of fiscal health to the Senior Management. Manage Oversees & Local Trade Receivables & Trade Payables, prepare credit limits and monitor over limits.
* Ensure completion and review of all balance sheet reconciliations and identify and communicate findings. Review revenue and expense account analysis and bank reconciliation and oversee fixed asset management Approves all journal entries and accruals prepared by general ledger and manage the month end closing
* Review and prepare annual internal and external auditing schedules and coordinate audit activities Responsible for the daily management of Accounts Payable and Accounts Receivable departments
* Monthly payroll processing of employees I work with divisional supervisors regularly to ensure timely and accurate payroll.
* Preparing and entered the corresponding general ledger journal entries and monthly accruals. Preparing monthly bank reconciliations and quarterly, assisted with Human Resources, Accounts Payable, Accounts Receivable, General Ledger and computer projects as needed.
* Liaoning with Banks for LC limits, Handling and Processing LC, Liaison & follow up with banks, Documentation, Amendments, L/C Remittance on due dates, Booking of L/C charges in the system, Responsible for Import Remittances, Negotiating with Bank for Letter of Credit/ LC Confirmation/Discounting of Bills
* managing skillfully Payroll Processing for employees. Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports.
* Overall accounting entries up to finalization & balance sheet

January 2008 - March 2009

**Accountant**

at SATA LLC

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**Location:** Muscat, Oman

**Company Industry:** Automotive

**Job Role:** Accounting and Auditing

* accountability for the accuracy of suppliers’ accounts in the trial balance.• Supervise the team (and do him/herself) in the daily booking of suppliers transactions and related validation

(including documentation of validation).•

* Work closely with the Procurement team and ensure that all POs are properly approved in the system before

it is booked (either accrued or posted to a payable account).• ● Work closely with the cash managem

ent team to ensure that suppliers’ payments are cleared in the system

in a timely manner in order to facilitate the Bank Reconciliation preparation.•

* Ensure all supplier account details such as account number, sort code and account name are up to date and maintained.• Ensure all payments made to any supplier without an invoice is posted to the advance account and later posted against related payable transaction, when invoices are received
* Prepare monthly /quarterly payment report and ensure that it is reconciled with the Trial Balance.•
* Work with the Accounting Manager and operational Controller to propose needed changes to the system

and/or add more eﬃciency, as the case may be.•

* Accurate reporting of suppliers’ balances on a timely basis and follow- up for any unadjusted advances or debit balances.

• First line responsibility for issuing monthly reconciliation and schedule for balance sheet.

* Negotiation of L/C’s and Handling of Export Documents

December 2006 - August 2007

**Accountant**

at PROFFESSIONAL TRADING AND CONTRACTING LLC

**Location:** Muscat, Oman

**Company Industry:** Construction/Civil Engineering

**Job Role:** Civil Engineering

* Report to the Project Manager or Project Executive on the cost control of the General Conditions as well as overall project costs as they relate to budgeted amounts and their impact on project profitability.
* Apply client funds received by preparing accounts payable to trades, subs, accounts receivable reconciliation with the associated re-billing of client deductions and adjustments to billable cost.

-■ Process payments to trades and subs on a timely manner and ensure that everyone complies with requisition due dates established by the schedule or contact documents.

-■ Maintain Complete Project files, including trades, subs and vendors for the entire duration of the project.

- Administration and control of general costs including payrolls, home oﬃce and site oﬃce costs, etc. through review and data entry of purchase orders, and check requests.

* Examine costs to establish agreement with the contract, policy, etc.

- Ensure that every trade or subcontractor is in compliance with the terms and conditions of his/her contract documents.

February 1997 - December 2006

**Accountant**

at ASSOCIATE LUMBERS LIMITED

**Location:** Bengaluru, India

**Company Industry:** Sales

**Job Role:** Accounting and Auditing

Management of daily financial Transactions and Reports. upto Finalisation of Trial Balance and Balance sheet and Import Export Handling according to the negotiations and documents preparation

**EDUCATION**

**Master's degree , Finance And Banking**

at M.Com - Mysore University

**Location:** Bengaluru, India

**Completion Date :** April 2002

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**Higher diploma , Computers**

at Post Graduate Diploma in Computer Applications

**Location:** Bengaluru, India

**Completion Date :** April 1994

**Bachelor's degree , B.Com - Financial Accounting**

at St.Aloysius College Mangalore, india

**Location:** Bengaluru, India

**Completion Date :** April 1991

Finance and Banking

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**SKILLS**

**Programming in COBOL** **♦ Tally Accounting Software Ver. ERP 9,**

(Expert) (Expert)

**♦ Peach Tree Accounting Software ♦ Wings-2010 - Accounting Software**

(Expert) (Expert)

**♦ FOCUS ERP - Accounting Software ♦ Microsoft Dynamics (Accounting) - ERP**

(Expert) (Expert)

**Advanced MS Excel (Database Management for Budgeting!)**

(Expert)

**LANGUAGES**

**Tamil** **English**

**Level:** (Expert) | **Experience:** More than 10 years **Level:** (Expert) | **Experience:** More than 10 years

**Kannada** **Malayalam**

**Level:** (Expert) | **Experience:** More than 10 years **Level:** (Expert) | **Experience:** More than 10 years

**Hindi** **Arabic**

**Level:** (Expert) | **Experience:** More than 10 years **Level:** (Beginner) | **Experience:** More than 10 years

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