# JOHNSON

DUBAI, U.A.E.

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17th August, 2017.

To

H R Incharge

Dear Sir/Madam,

I wish to apply for the post of Senior Accountant /Finance Manager in your esteemed company. Expected salary AED 15, 000/- (Negotiable). Currently working in a company at Dubai as Senior Accountant, Tally software. Have valid Light vehicle driving license. B.com, MBA + 10 yrs UAE experience, Age 45 Indian Male.

I have enclosed my resume to provide you with an overview of my experience and training. I have 10 years experience in Executive functions and a solid commitment to this field. My most recent position has provided me with experience in Accounting, Financial Management, Trade Finance Facility management, Trade documents, Property Investment, leasing, costing methods & inventory.

As a senior accountant I am highly skilled in preparing and recording asset, liability, revenue, and expenses entries by compiling and analyzing account information. Maintaining and balancing subsidiary accounts by verifying, allocating, posting, reconciling transactions and resolving discrepancies.

Periodical Financial Reporting to Management as per Generally Accepted Accounting Principles (GAAP) & IFRS. Payroll processing, financial modeling, Accounts Receivables and Payables thru Import & Export LCs. Capable in Research skills, analysing informations, attention to details, Deadline oriented, Confidentiality,thoroughness,Corporate Finance, Financial Software and General Math skills.

Overseas travelling to various sea ports for executing shipping & Port operations. Coordinated timely documentations of import export liaise with shipping (C/F) agents, Ship Captains, customers/suppliers, Government departments i.e., Chamber of commerce, MOFA and respective consulates, dealing with bank in connection with L/C opening, shipping documentations and domestic/international remittances.

I would be very pleased to discuss my application further with you at your convenience. Please contact me at the above address so that I can provide you with additional information you may require.

Thanking you

Very truly yours,

**JOHNSON**

**RESUME**

CAREER FOCUS: SR. ACCOUNTANT/ FINANCE MANAGER EXPECTED SALARY AED 15,000 (NEGOTIABLE)

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| 10 YEARS EXPERIENCE  B.Com, MBA PROFESSIONAL QUALIFICATION 1994-96 M.B.A. /P.G.D.B.A. AICTE, New Delhi Hilton School of Mgt. (Marketing & Finance) (HRD, Govt. of India) ISSR,Vellore,TN,India.   ACADEMIC QUALIFICATIONS 1995- 1996 **Post Graduate Diploma** **in** **Computer Application** **Private Vivekananda Computers** Vellore. T.N. India.  1991-1994 **B.Com., Mysore University, St. Philomena’s College, Govt. of India Mysore, Karnataka.**   COMPUTER SKILLS Well versed with Tally Accounting Software, Primavera Project Planner (P3), MS Word, Excel, Windows, Email, & Basic Internet Business Fundamentals. PROFESSIONAL TRAINING & PROJECT DETAILS 1.Conducted a research project and submitted an essay to **Indian Institute of** **Technology (IIT), New Delhi**, and titled “Management Transition in Asia 1996” as part of MBA course work. This project helped me to have broad view on Human Resource Administration in a dynamic and flexible working culture. Obtained first prize cash award from IIT.  **2.Hindustan Lever Ltd., Unilever Group-Chennai, India:**  On the job training by HLL focusing attention on “Market Share Analysis of soaps” in southern India for 3 months. Research was monitored through sophisticated software Brand Health Monitor (BHM). Lux, Lux International, Lifebuoy plus, Camay, Hamam, Santoor are the major brands selected for this analysis.  **Major Training**: Basic concepts of ISO 9000 Standards & Quality issues.  Personal Details: Date of Birth 04-10-1972 Indian Passport#L9300809, valid up to 2024,Employment visa. Light Vehicle Driving License. Permanent Address: 12/74 East Kurumpanai,Colachel via, Kanyakumari District, Tamil Nadu, India-PIN 629251, Mb#+91 9655478115 | [**Johnson.372149@2freemail.com**](mailto:Johnson.372149@2freemail.com)  **SENIOR ACCOUNTANT- PROFESSIONAL JOB SUMMARY**  Manage GAAP based Book Keeping & Finalization complying with IFRSs and statutory requirements. Compile, verify, analyse, interpret and disseminate critical financial data to management and stakeholders. Reporting MIS Financial statements, long term & short term business plan. Trade Finance Management i.e., Credit Facilities, Letters of Credit /LTR/OD/SOD/SLC/ULC/Trade documents, Import/Export Bills discounting basis UCP600. Assisting Internal / External Auditors and Board of Directors for preparation of Balance Sheet, Income & Expense statements and Income Tax Return. Manage Payroll (WPS), AP, AR, Cash / Bank accounts & Reconciliation. Manage Finance functions. Assisting management decisions in maximize wealth/ shareholders dividend by proper investment, Financing (debt/equity) and assets management (Financial Modeling). Budget preparation and variance analysis. Apply appropriate Costing methods & FIFO LIFO Inventory valuation. Providing management with reports specifying and comparing factors affecting prices and profitability of products or services. Cash flow forecast, working capital summary, Monthly overheads & accounting each shipment cost centre. Keep track record of Sundry creditors and debtors, Sales and Purchase invoices, Freight, Charterers Liability Insurance, Marine Cargo Insurance, Laytime/Demurrage/Dispatch, Bunkering, Quality Test, Load port, Disport Disbursement account, Capital a/cs, Partners current a/cs, Reserves & Surplus, Duties & Taxes, Employee End of Service Benefits, Transportation and Logistics, Stevedoring, equipment and other shipping expenditures for possible cost reduction, credit lines & recommend bottlenecks. Assisting Management in company secretarial jobs. Securing financial information by completing database backups and avoid legal challenges by complying with legal requirements.  Have 10+ years of solid Accounting and Finance know- how in a Trading & Shipping Environment. 3 yrs Bachelors Degree in Accounting + 2yrs MBA. Age 45 yrs. Have strong GAAP systems background and excellent analytical skills; sound understanding of business strategies. Good communication & interpersonal skills liaise with people at all levels in organization. Computer Literate – Strong Excel skills and the ability to use Outlook and Word. Worked in SAP ERP environment in KNPC planning dept. Proactive, self initiative and good common sense. Ability to accurately prepare daily, weekly, monthly, quarterly and annual reports. Travelled frequently to various sea ports for Shipping & port operations for business enhancement, Vessel Time /Voyage Charter, redelivery & final settlements. Have UAE valid light vehicle Driving License.  **PROFESSIONAL HISTORY**   * Working as Senior Accountant in CTC, Dubai since Feb 2007 till date [www.ctcdubai.com](http://www.ctcdubai.com) * Worked in Al Bustan Nurseries Limited, Saudi Arabia from June 2003 to July 2004 [www.albustan.com.sa](http://www.albustan.com.sa) * Kuwait National Petroleum Company thru contractor Finesco International, Kuwait in 2001-2002 [www.knpc.com.kw](http://www.knpc.com.kw) * Softland PC Hardwares & Softwares, Saudi Arabia in 1998-1999 [www.softland.com.sa](http://www.softland.com.sa) * S.F. Construction, Kanyakumari , India in 2004-2007   THANKING YOU |