****

**ANIL**

**ANIL.372911@2freemail.com**

**JOB OBJECTIVE**

Seeking senior level assignments in Financial Accounting / Budgeting & MIS / Costing with a growth oriented organisation

**PROFILE SUMMARY**

* A result oriented professional with nearly 18 years of experience in Accounts & Finance functions in U.AE
* Currently associated with **MUBARRAZ OILFIELD INSTALLATION** L.**LC, ABU DHABI as Chief Accountant.**
* Experienced in finance functions including maintenance & finalization of accounts, working capital management, profit monitoring, building internal financial controls, etc. as per IFRS & US GAAP standards,
* Knowledge of VAT – Input Vat-Output Vat calculations, reconciliatiosn & VAT Return filing procedures .
* Skills in managing employee database with proven success in implementing systems for payroll / time office and employee welfare functions
* Understanding in formulating budgets, implementing systems/procedures, conducting ageing analysis, preparing key reports to exercise financial control and enhancing overall efficiency of the organisation
* Soft Skills:



**AREAS OF EXPERTISE**

* Preparing & maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms; ensuring smooth operations of banking process



* Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports ensuring analyzing the expenditure on a monthly basis to control expenses & knowledge of Tax .
* Maintaining MIS & reports, evaluating them for facilitating decision-making process
* Liaising with banks for optimum utilization of available cash credit limit; taking care of financial systems and management procedures by means of proper budgeting & ensuring that controls are adequate



* Administering treasury functions including optimum utilization of surplus funds; controlling management of funds & securities ensuring pay-in/ pay-out of funds in time without fail
* Handling payroll processing functions involving computation of salary, preparation of salary certificate; processing joining/separation orders, increments, etc.
* Managing payroll function for employees involving processing of leave travel assistance, medical claims, joining expenses with reference to policies, final settlements, etc.

**ORGANISATIONAL EXPERIENCE**

**Since Jan-2014 till Date**

**Mubarraz Oil Field installations .L.L.C –Position –Chief Accountant.**

**Abu Dhabi**

 **Jul’04: Emirates Yedesa Factory LLC, Ajman**

**Chief Accountant Growth Path:**

Jul’04-Aug’06 Cost Accountant

**Aug’06-Till Dec-2013. Chief Accountant**

**Highlights:**

* Oversaw wide gamut of tasks involved in accounting with team size of 10 members viz., finalization of accounts as per IFRS, budgeting, fixed assets’ purchase, inventory management and payroll
* Efficiently compiled and presented an array of financial statements - Income Statement, Balance Sheet, Cash Flow Statement, Retained Earnings Statements, Management Reports including Overhead Analysis, etc.
* Successfully:
* Carried out financial analysis to aid decision makers and thereby contributed to cost allocation, product pricing and overhead expenses
* Facilitated external audits through coordination and implementation of procedures and creation of reports
* Worked in close relation with banks for L/C transaction and other facilities
* Significant contributions towards streamlining the internal control system through ERP implementation, saved the overall cost by 5% on monthly basis

**April- 98 to June-2004 Lifco Group of Cos**

 **Accountant**

**Highlights:**

* Played a key role in maintaining entire books of accounts, inventory records, cost sheets for imported goods, credit control, collection follow-up, etc.
* Steered initiatives towards payroll management for over 250 employees
* Adeptly provided sales support; prepared & furnished sales & margin and performance reports of sales personnel
* Rendered support to audit team; formulated an audit plan, coordinated with Auditor and assisted in preparation of auditory reports
* Liaised with banks & other financial institutions for facilities TR, Bill Discounting, L/C transactions, documentation and general banking operations

**Commenced career with LIFCO Group of COS, Dubai as Accountant from Apr’98 to June-’04**

**SKILL ENHANCEMENT**

* IMA Webinar & ERP Software Implementation Meet during 2013
* Attending work shop on Value Added Tax ( VAT) Training -2017

**EDUCATION**

2004 Masters in Business Administration - Finance

MG University,kerala, India

1993 Bachelors in Commerce

University of Kerala, India

**.**

2015 Certified Management Accountant (Part I)

Institute of Management Accountant, US