`

*CAREER OBJECTIVE:*

*To explore opportunities which allow me to utilize my skill and ability to the maximum. I like to be challenged and enjoy taking up roles and responsibilities that are ambiguous and ill-defined.*

*STRENGTHS:*

* *Having good experience in the area of auditing and finance.*
* *Numerically comfortable.*
* *Excellent communication and persuasion skills.*
* *Able to consume and digest copious amounts and data (in all forms).*
* *Quick learner and extensive reader.*
* *Accuracy in work.*
* *Hardworking, honest and loyal.*

*PROFESSIONAL EXPERIENCE:*

*M/S WATER AND LIFE AGRICULTURE CO, LLC OMAN - SEPT 2013 to JUNE 2015*

*Designation: Accountant & Store in-charge*

*Key tasks handled:*

* *Prepared all kinds of daily, weekly and monthly purchase and sales MIS reports through ERP and EXCEL format.*
* *Handled petty cash and prepared imp-rest statements related to cash transactions.*
* *Prepared customer wise statements for payments are to be received and it’s timely follow up.*
* *Prepared payrolls of company employees including contingent.*
* *Invited quotations for purchases and generated purchase orders by adopting the company standard and ensured strict cost control.*
* *Maintaining Chemical and Fertilizer stock records as per Global GAP standard.*
* *Re-ordering of in-put materials in accurate time and maintain inventory records.*
* *Assisted internal auditors to conduct periodical audit of accounts.*
* *Worked as member of the statutory audit team of the firm.*
* *Assisted the management in preparing action plans as per requirement of the firm.*

*M/S BARKA POULTRY FARM CO. S.A.O.C, MUSCAT, OMAN - JANUARY 2007 TO APRIL 2013*

*Designation: Accountant & Store in-charge*

*Key tasks handled:*

* *Handled petty cash and prepared imp-rest statements.*
* *Prepared purchase orders against approved quotation.*
* *Ensured proper posting of purchase entries as per GRN and forwarding Invoices for payment.*
* *Maintained Inventory by verifying stock transactions and prepared periodical Inventory reports.*
* *Prepared and submitted statements of accounts and returns for internal audits.*

*M/S HI –POWER GROUP OF COMPANIES,INDIA - MAY 2004 TO JANUARY 2007*

*Designation: Accountant and Audit Assistant*

*Key tasks handled:*

* *Posting of all entries related to Purchases, Sales, Incomes and Expenses.*
* *Prepared and filed periodical VAT returns.*
* *Appeared for accounts hearing before the authority concerned as and when required.*
* *Co-ordinate entire branches of the firm for preparation of tax returns in time.*
* *Worked as a member of the statutory audit team of the firm.*
* *Conducted periodical reconciliation of Bank and other related accounts.*
* *Ensured timely payment and remittance of tax etc. to avoid any kind of penalties.*

*M/S. MAREDC R K LATEX (P) LIMITED,INDIA - JULY 2003 TO APRIL 2004*

*Designation: Accounts Executive*

*Key tasks handled:*

* *Prepared all kind of purchase orders against the approved quotation under the guidance of Senior Manager (Finance).*
* *Generated documents for Sales consignments.*
* *Ensured issue of raw materials for production against requisition and Inventory control.*
* *Prepared payrolls of regular and contingent workers of the firm.*

*EDUCATIONAL QUALIFICATIONS*

*Higher Secondary Level: Qualified Pre-Degree Examination during 1996-1998.*

*Graduate Level: Qualified Degree in Bachelor of Commerce (B.Com) during 1998-2001 from University of Calicut, Kerala, India.*

*OTHER EXPERTISE INCLUDING COMPUTER AWARENESS*

* *Advanced Diploma in Computer Applications and MS Office from NIIT, Guruvayur, Kerala, India.*
* *Tally from M/S Tony & Tony Auditing institution, Kerala, India.*
* *ERP (JD EDWARDS) Procurement module (working experience).*
* *SAP (MM module) from Archon Solutions Pvt. Ltd, Kakkanad, Kochi, India.*
* *Tally ERP.9 from G-tech Computer education, Tripunithura, Kochi, India*

*PERSONAL DETAILS*

*Nationality: Indian*

*Date of Birth: 01.06.1981*

*Marital status: Married*

*Educational level: Graduate*

*Driving License: Having Light Motor Vehicles license*

*(Both from India and Sultanate of Oman)*

*Languages known: English, Arabic, Hindi and Malayalam.*

*I hereby certify declare that the above written particulars are correct to the best of my knowledge.*

*Date:  28.09.2017*