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**MRIDUL**

Email: **MRIDUL.373786@2freemail.com**

***Aiming to scale opportunities in Finance & Accounts******with******a growth oriented organization***

**PROFESSIONAL PROFILE**

* Experience in financial operations including maintenance of books of accounts.
* Proficiency in preparing ledger books, bank reconciliation statements and financial statements.
* An effective communicator with excellent relationship building & interpersonal skills.
* Currently associated with Hassani Group of Companies as Accountant.
* Well versed with ERP systems like **Oracle, Tally** and working knowledge in **Peachtree, Quick books.**

**AREAS OF EXPOSURE**

 **Accounts**

* Preparing statutory books of Accounts, Fixed Asset Register, and Bank Reconciliation.
* Handling financial statements including Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables and Receivables Statements and Balance Sheets.
* Customer Relationship Management.
* People & Team Management.
* Business Improvements.

**CAREER CONTOUR**

**November 2015 – Till Date**

**Hassani Group of Companies**, Dubai, UAE.

As Accountant

Skills Attained;

* Maintenance of day to day accounts of the company.
* Prepared reconciliation of bank accounts.(25 banks)
* Preparing of Bank, Trust Receipt & Loan position statements to the management.
* Dealing with the banks for the financing and working capital requirement of the company.
* Deals with online bank fund transfers.
* Preparing and cross checking both receivable and payables on monthly basis.
* Handling of petty cash payments & supplier payments.
* Communicating with customers for follow up, collection and allocation of payments.
* Monitoring customer account details for non-payments, delayed payments and other irregularities.
* Ensure financial, clerical and administrative services.
* Maintain accounts receivable customer files.
* Ensure efficient, timely and accurate payment of accounts.
* Carry out all accounting activities to specific deadlines.

**January 2013 – April 2015**

**Indus Motors Company**, Kerala, India

As Accountant

Skills Attained

* Maintenance of day to day accounts of the company.
* Manage Regular Accounts including Cash Accounts, Bank Accounts.
* Assist in Preparation of financial statement.
* Avoiding outstanding expenses and managing the petty cash.
* Assisted In carrying out Company’s internal Audit.
* In charge of Petty Cash.
* Maintaining fixed Asset register.
* Preparation of monthly and quarterly management accounts.
* Inventory and stock controlling.

**June 2011 – December 2011**

**Raju & Co Chartered Accountants**, Kerala, India

As Audit Assistant

Skills Attained

* Auditing.
* Create and manage balance sheets and other related financial statements.
* Develop and maintain the client’s databases.
* Prepare audit paper work in accordance with standards and requirements.
* Provide significant help and support to senior professionals.

**EDUCATION**

* **Bachelors in Commerce** from Kerala University.
* **Diploma in Financial Accounting** from DEPT. OF IT Research & Training Sector, Kerala, India.

**IT Skills:** Well versed with:

* + Computerized financial Accounting (Tally, Peachtree, Oracle, Analyst and Quick Books).
	+ Microsoft Office Package ( Word, Excel and PowerPoint)
	+ Photoshop

**PERSONAL DETAILS**

Date of Birth : 16 Dec, 1991

Nationality : Indian

Marital Status : Single

Linguistic Abilities : English, Hindi, Malayalam, Tamil

Visa : Employment

Driving License : UAE

References : Upon Request