**Sivakumar**



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Dubai – United Arab Emirates

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| --- | --- |
| Competent professional with 23+ years of progressive experience(including 4 years in Qatar) within diversified industries in accounting and financial management. Proven expertise in various financial accounting fields but not limited to accounting, cash flow management, reconciliations, general ledger, MIS reporting, bank reconciliations and accounts finalization. Displayed ability to work independently even under pressure, multitask on several assignments, and meet strict deadlines. Strategic thinker and committed team leader who can bring to your business: added professionalism, productive ideas, enthusiasm and out of the box thinking equipped with practical work experience. Possess excellent communication, analytical, organizational, coordination, problem solving and time management skills. Well versed with BaaN ERP System, Tally and MS Office Applications. **Possessing immense exposure to the Value Added Tax (VAT) is an advantage.** Presently seeks an executive work profile in any industry to utilize gained experience and skills. | |
| **STRENGTHS** | |
| * 23 + years Gulf experienced Accounts Professional( 4 years in Qatar) | * Competency in Accounting & Financial Management |
| * MIS reporting – Forecasting - Budgeting skills | * Strictly complied in policies-set standards |
| * Meticulous with keen eye for details | * **Proficient in BaaN ERP System & Tally** |
| * Thrive on challenge and opportunities for success | * People Management & Leadership skills |

**Latest Job:**

**Worked as Senior Accountant in NSSL Almana Middle East WLL Qatar, A Company registered under the Laws of the State of Qatar from 22nd Dec 2012 to 7th November 2016 (3 years and 10 months-Gulf Experience). The Company is engaged manufacturing of Industrial Valves for Oil & Gas Industries throughout the Middle East region.**

**Job Responsibilities:**

* Coordinate & provide support for all accounting activities for the company.
* Prepare periodical financial statements & other management reports.
* Ensure accuracy of information contained in the financial reports & their compliance with statutory requirements & general accounting standard.
* Handle accounts up to finalization & prepare Profit and Loss account & Balance Sheet.
* Handle management of cash flow.
* Perform daily accounting transactions such as creating & posting vouchers.
* Accurately record cash transactions like PV, RV, Chq. Etc.
* Day to day banking activities.
* Perform timely monthly reconciliations of cash imprest.
* Prepare Monthly sales report and commission statement based on monthly sales.
* Maintain Accounts Receivable & Payable ledgers, checking, verifying and posting supplier/vendors invoices.
* Prepare Statement of account, fully reconciled & supported with relevant and original approved documents
* Bank reconciliation and reconciliation of debtors and creditors.
* Prepare monthly / weekly and other periodical financial reports.
* Ensure appropriate approvals prior in all type of payments like imprest, advance, utilities, rent, fuel, suppliers & other cheques, etc.
* Payment Follow-Up and Preparation of cheques.
* Petty cash handling & other Administration works as required by the department.
* Coordinate with bank authorities, auditors and ensure proper compliance with all statutory regulations & company policies & procedures.
* Generated income statements and prepared balance sheets, general ledger, checks and reports.
* Prepare regular reports & summaries of accounting activities.
* Prepare debtors’ listings & constantly follow up for payments.
* Check customers’ credit ratings & advise the management accordingly.
* Verify recorded transactions & report irregularities to management.
* Coordinate with auditors both internal & external during audits.

**Prepare payroll:** Checking time sheet and preparing individual and consolidated payroll sheet based on monthly attendance report.

* Review and confirm payroll related calculations including deduction, staff benefits etc.

**Previous Job**

**Company Profile – Elgi Equipments Limited, Coimbatore, India**

* An ISO 9002 company
* Asia’s biggest manufacturer of Compressors, Automotive Equipments etc
* Having more than 15 branches in India and more than 10 branches in other countries.

**Joined Elgi in the year 1992 as Senior Assistant:**

**Internal Audit:**

* Starting with verification, vouching of bills etc to conducting the internal audit and preparing the internal audit reports submitted to the management.

**Secretarial:**

* Moved to Secretarial Department from the year 1996 and got the promotion as Officer- Secretarial. Worked in Secretarial Department upto the year 2004.

**Job Responsibilities:**

* Conducting the meeting the board of directors
* Handled the board resolutions
* Handling the stock exchange requirements.

**Forming part of Accounts and Indirect Taxation department from the year 2004 and worked till 20th Dec,2012. Got the promotion as Senior Officer-Indirect Taxation in the year 2006 and obtained the promotion of Deputy Manager-Indirect Taxation in the year 2011.**

**Accounts and Indirect Taxation :**

**Job Responsibilities:**

* Overall in charge of Accounts including Branch Accounts.
* Dealing with Bank for obtaining Letter of Credits.
* Monitoring Accounts Receivables.
* Finalization of accounts.
* Co-ordination with Internal & External Auditors.
* **Sales Tax activities including monthly return submission and assessments for VAT & CST and completed assessments for 5 years.(Expertise in VAT).**
* **Handled VAT Enforcement Audits.**
* **Liaison with Commercial Tax authorities.**
* Verifying and approving the export documents before submitting to the bank.
* Informing the export managers about bills due for payment as well as overdue payments.
* Handling the dealership agreements.

**CA Article ship:**

Completed the CA articleship from the year 1986 to 1989 with M/s. Sankararaman & Co a leading audit firm at Salem, Tamilnadu

### QUALIFICATIONS

**Academic**

* 1986-Passed B.Com from Madras University, Chennai, Tamil Nadu, India.
* 1989-Passed the First group of Intermediate examination of the Institute of Chartered Accountants of India.
* 2009-Passed the Intermediate Examination of the Institute of Company Secretaries of India(ACS-Intermediate).

**IT Skills**

* Working knowledge in Baan , an ERP system
* Working knowledge in MS office
* Working knowledge of Tally system

**PERSONAL DATA:**

* Nationality : Indian
* Date of Birth / Age : 30.06.1966 / 51 Years
* Marital Status : Married
* Languages known : English and Tamil
* Passport Details : R2029883 issued at Chennai and valid till 2027
* Visa Status : On a Visit Visa till 30-Nov-2017
* E-mail ID : [sivakumar.374269@2freemail.com](mailto:sivakumar.374269@2freemail.com)