**GIBU**

Dubai, UAE |gibu.374690@2freemail.com

# **Summary**

An Accounts Manager with over 12years’ work experience in the U.A.E in a Multi-National Company providing services in the Oil & Gas industry. MBA(Finance) degree holder with in-depth knowledge of Oracle Financials, QuickBooks, Tally & MS-Office. Well versed in preparing MIS, Budgets, Cash flow reports, Finalisation of Accounts, Audits, AR & AP management, Fixed Assets management, Payroll functions, Bank Guarantees, Bank/Cash account management. Holder of a valid UAE driver’s license.

# **Experience**

## **Accounts Manager**

## national resPonse CORPORATION(nrc), UAe (middle east division of nrc,USA)

## tenure : July 2004 to feb 2017

* Preparation of Management Information Statements(MIS),Annual Budgets, Cash flow reports,
* Month end/Year end closing and Finalisation of accounts
* Preparation of Bank Guarantees, Managing Bank accounts, Bank Accounts’ reconciliation
* AR & AP management
* All Payroll functions (WPS process)
* Fixed Assets & Inventory management
* Working with auditors for Statutory Financial Audits
* Managing petty cash at 3 bases with monthly reconciliation
* Maintaining Overseas & Local Projects’ Accounts

## **SENIOR ACCOUNTANT**

## AL FALAH PLAZA, UAE (Lulu group hypermarket)

## tenure : FEB 2000 TO OCT 2003

* Senior Accountant in charge of the Supermarket division
* Managing cash and bank transactions, bank reconciliation
* Preparation of financial reports for the Chief Accountant/General Manager
* Reconciliation &Finalisation of Branch Accounts
* Payroll preparation and salary disbursement.
* Interaction with and Reconciliation of Customer Accounts

## **junior ACCOUNTANT/store keeper**

## transfleet ltd, mumbai, india (C&F agents of AMul india ltd)

## tenure : may 1999 TO jan 2000

* Maintaining bin cards/Stock sheets for inventory
* Preparation of stock reports
* Receipt & Dispatch of goods to different agent locations.
* Payroll preparation

# **professional training**

## **articled clerk**

## nambiar & thomas, chartered accountants

## oct 1993 to sept 1996

* Banks & Company audits.
* Finalisation of accounts, Preparation of Books of Accounts
* Taxation & filing of Tax returns
* Internal audits

# **Skills & Abilities**

## Computer proficiency

* Oracle Financials
* QuickBooks
* Tally
* MS-Office Applications

## Communication

* Excellent Oral & Written communication skills in English & Hindi

## Leadership

* Accounts Manager with one accounts assistant
* Managing cash and bank at 3 bases of the company

# **personal profile**



* Nationality - Indian
* Date of Birth - 18th March 1973
* Education - MBA(Finance), B.Sc
* Marital Status - Married
* Pastime - Movies, Travel
* Visa Status - Visit Visa