

# Executive Synopsis:

**Roy B. Com, MBA**

Dubai, U.A.E

Email: [roy.374829@2freemail.com](mailto:dsouzaroy30@gmail.com)

* Highly accomplished Finance and Accounts professional with **9 years of work experience** in related field.
* Thorough knowledge of all aspects of financial accounting right from writing the primary books of entry till finalization of accounts.
* Knowledge of cost accounting, stores accounting, auditing and business taxation
* Proven track record with capacity to maximize business and integrate finance function.
* Proactive, innovative and result oriented with excellent communication skills.

# Objective:

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| Being a Master of Business Administration in Finance (MBA-Finance) with **Nine-year work experience** as an Accountant, to acquire a challenging position at a progressive and dynamic company where I can utilize my skills, knowledge and experience to analyze, develop and maintain organization’s needs.  **STRENGTH** | |
| * **Finalization of Accounts / Auditing** * **End-of-month account Closing & Reconciliation** * **Accounts Payable- Accounts Receivable** | * **MIS & Cash flow statements** * **Well Trained-Computer Proficiency** * **Budget - Variance Report Analysis** |

**Professional Experience:**

**Responsibilities:**

**Mercury General Trading Co. L.L.C, Dubai, U.A.E**

Accountant May 2017 – Present

* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends
* Maintain organized set of detailed records and files to document financial transactions and all journal entries.
* Reviews, Investigates and corrects errors and inconsistencies in financial entries, documents and reports.
* Analyze, reconcile, balance and maintain general ledger accounting records.
* knowledge in preparation of import and export letter of credit
* Examine documents presented under all types of letter of credit for compliance to terms/conditions and pay as directed
* Communicate with customers and branch personnel regarding letter of credit terms and conditions
* Handling company payroll systems (WPS)
* Maintain Petty cash accounts and monitor/replenish as necessary
* Ensure the timely reporting of all monthly financial information

# International Development Company (IDC) Oil & Gas Sector, Abu Dhabi, U.A.E

Accountant

April 2014 – June 2016

# Responsibilities:

* Oversee the daily accounting activities required to maintain the company’s general ledger in all aspects.
* Prepare financial management reports as needed and ensure accurate and timely monthly quarterly and year end closing processes are adhered.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Complies and analyze to financial information to prepare financial statements including monthly and annual Accounts
* Ensure financial records are maintained in compliance with accepted policies and procedures.
* Ensure that all financial reporting deadlines are met within the policy guidelines.
* Monitors the implementation and maintenance of accounting controlling procedure.
* Resolve all accounting discrepancies and irregularities.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Accomplishes the result by performing the duty.

# Responsibilities:

* 1. **Morgan Chase Ltd – Bangalore, India**

Reconciliation – Team member May 2012 – March 2014

* + - Record of the transactions received from customers that involve its checking account and rejecting if necessary.
    - Record supporting information for all journal entries of all transactions, which we received.
    - Review and preparing bank reconciliation and resolve reconciling items
    - Ensure that recurring entries are changed or terminated at appropriate trigger points
    - Validating and analyzing the items and rejections and contacting onsite partners for clarifications on clearing the items and making appropriate record of transactions.
    - Addressing the team quires and help them in taking a decision on cases.
    - Day to day business SLA’s met on both productivity/turnaround time with 100% accuracy levels across all transactions as per the services standards
    - Responsible for reviewing the standard operating procedures on regular basis and update new process updates in Chase link under policy and procedure
    - Involved in cross training initiatives across lines of business

# Responsibilities:

**Royal oak Furniture India LLP, Bangalore, India**

Accountant November 2011 – April 2012

* + - Overall financial authority of the organization and accountable for budget preparation, audit, taxation, accounting, closing of books, reports summarizing, development of financial statements.
    - Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
    - Recommendations and contingency plans for Executives to make strategic, operational, capital expenditure, resource allocation and critical projects decisions.
    - Performed accounts payable and accounts receivable.
    - Preparing bank reconciliation statements, dealing with all banks related works.
    - Managed financial departments with responsibility for bank entry, cash payments.
    - Income tax related works like calculation of TDS. Preparation of TDS forms. Returns and application of rules and principles in day today accounting etc.

# Responsibilities:

**Kamath & Rau Chartered Accountants, Mangalore, India**

Audit Assistant June 2007 - June 2011

* + - Create and manage budgets, balance sheet and other related financial statements.
    - Analyze and evaluate the accuracy of accounting systems and procedures.
    - Review, develop and recommend changes in accounting systems and controls of a business.
    - Study & test software and hardware systems of the company.
    - Identify and evaluate procedures and policies in tax reporting processes.
    - Prepare audit paperwork in accordance with standards and requirements.
    - Knowledge of cost accounting, stores accounting, auditing and business taxation (Income tax, sales tax, VAT, Corporate tax).
    - Thorough exposure of computerized accounting and system auditing (ERP –Finance, Tally).
    - Knowledge of maintaining share, stock, company’s registers and records and accounting and auditing the same.

# Academic Qualification:

* + - **MBA (Master of Business Administration in Finance)** from Sikkim Manipal University, Manipal, India
    - **B. Com (Bachelor of Commerce)** from St. Aloysius College, Mangalore University. India

# Competencies

* Ability to meet deadlines and work with minimal supervision and guidance.
* Able to work independently and with groups.
* Outstanding verbal and written communication and presentation skills.
* Ability to present information clearly.
* Creative problem solving & conflict resolution.
* Attentiveness to detail.
* Strong organizational skills.
* Prioritize in a multi-task environment.

# Technical Qualification & IT Skills:

MS Office : Word, Excel, PowerPoint. Access Accounting Package : SAP, ERP, Tally, Peachtree, Sage 50 Operating system : Windows XP Professional

Others : C++, CGI

# Personal Information:

Date of birth : 30th July. 1985

Nationality : India

Marital Status : Married

Languages Known : English. Hindi,

# Declaration:

I hereby declare that the above information furnished by me is true and correct to the best of my knowledge and belief.

Date:

Place: Dubai (Roy )