**CURRICULUM VITAE**

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**AJITH**

DUBAI, **U.A.E**

**Email:** [**ajith.374915@2freemail.com**](mailto:ajith.374915@2freemail.com)

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| **CAREER OBJECTIVES:** |

Looking forward for challenging and competitive career leading to professional exposure with organization, where my skills, talents and abilities would be explored and utilized for mutual benefit. Want to be an asset for the organizations effective functioning and be a team player for the achievement of goals and its success.

**Work Experience:**

21.10.2007 to 20.11.2012; **Job Title: Accountant**

M/s SHOW OFF RETAIL PVT LTD., (Leader in textile industry)

No.429, 430/10,19th B Cross, 5th Main, 3rd Block,

Jayanagar, Bangalore – 560 011.

**Job Responsibilities:**

* Ensuring the effective and efficient handling of supplier invoices.
* Ensuring that supplier invoices are authorized in line with the Group’s authority matrix.
* Ensuring that supplier invoices are posted accurately in the accounting system.
* Ensuring that supplier invoices are paid in line with the requirements of the Group.
* Where appropriate ensuring that all outstanding commitments are reviewed, and required accruals are indentified.
* Where appropriate ensuring that all month end liabilities are fully recorded.
* Where appropriate ensuring that all recoverable costs are identified, approved and processed for recharging.
* Assisting in the constant review of processes and procedures to ensure the operation of streamlined processes to meet the business needs.
* Ensuring all tax, legal and statutory obligations are met.
* Ensuring the requirements of Statutory External and Internal audits are met.
* Ensuring that bank accounts are updated with proper reconciliations.
* Other responsibilities as specified from time to time.

**Gulf Work Experience:**

08.12.2012 to 05.01.2015; **Job Title: General Accountant**

Addhia Trading & Contracting Co.LLC. (Leader in fire protection

& gas pipeline engineering)

P O Box 1912, P C 112

Muscat, Sultanate of Oman.

**Job Responsibilities:**

* Maintenance of Books of Accounts in Tally 9.1 package with Accuracy and consistency in compliance with Accounting Standards.
* Reconciliation of Bank accounts and handling of Bank Transactions.
* Payroll management, Preparation of Employee’s final and Leave settlements.
* Preparation of sales orders, sales invoices and Job wise Billing for Project.
* Preparation of Advance Bank Guarantee.
* Preparation of LC & LTR documents.
* Reconciliation of Sundry Creditors & Debtors & General Ledger Account.
* Handling Petty cash and bank receipts.
* Preparation and Management of cash flow statement.
* Other responsibilities as specified from time to time.

**Work Experience:**

16.04.2015 to 31.06.2017; **Job Title: Accountant**

San George Pipeline Equipment Services

Kadaba-574221, Mangalore.

**Job Responsibilities:**

* Maintenance of Books of Accounts in Tally 9.1 package with Accuracy and consistency in compliance with Accounting Standards
* Preparation of GRN & vendor invoice booking.
* Preparation of creditor’s payments & port and customs payments.
* Preparation of sales invoices and Job wise Billing for Project.
* Reconciliation of Sundry Creditors & Debtors & General Ledger Account.
* Reconciliation of Bank accounts and handling of Bank Transactions.
* Preparation and Management of cash flow statement.
* Payroll management, Preparation of Employee’s final and Leave settlements.
* Other responsibilities as specified from time to time.

**Educational Qualification:**

**Examination Passed Board of Examination Year of passing**

S.S.L.C. Karnataka Secondary Education April 2000-2001

Examination Board.

P.U.C. Department of Pre-University April 2003-2004

Education

B.com Mangalore University Oct 2006-2007

PGDBA Karnataka State Open University, Oct. 2010-2011

Mysore.

**Computer Knowledge & other skills:**

* Tally 7.2, Tally ERP 9, M S Power Point, M S Excel, M S Word & Internet**,**
* I am proficient with banking, finance, and taxation**.**

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| **Strengths:** |

* Quick grasper & learner
* Positive Attitude
* Quick adaptability to changes
* Ability to work under pressure
* Analytical skill

**Hobbies:**

Reading novels, music, playing games like cricket, badminton, chess etc. and other cultural activity.

**Personal Details:**

**Date of Birth** : 05.12.1984.

**Sex :** Male

**Marital Status** : Unmarried

**Nationality** : Indian

**Driving License** : Indian Driving License

**Languages Known**

**Speak :** English, Hindi, Kannada, Tulu

**Read & write :** English, Hindi & Kannada.

**References :** Will be provided if required

**Declaration:**

I hereby declare that the above furnished information is true to best of my knowledge.

Place: Mangalore

Date: (AJITH)