RESUME

ANOOP

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SUMMARY

Skilled accounting professional with 11+years of experience.Strong understanding of all aspects of accounting and financial management.Proven ability to manage multiple assignments while meeting tight deadline schedules.Possess reputation as a self-directed professional with excellent problem solving, analytical and communication skills.

Proven track record of performing work in an ethical manner while consistently maintaining the integrity of all financial data.Strong relationship building skills and effective collaboration with management, coworkers, vendors and clients.

AREAS OF EXPERTISE

\*Accounts Payable & Accounts Receivables

\*Vendor Relations & Customer Service\*Financial Statements & Preparation

\*General Ledger Entries & Audits\*Microsoft Office Proficient

\*Data Entry, Receipts & Invoices \*Month-end Reconciliations & Analysis

\*Reporting & Documentation \*Analytical & Critical Thinker

PROFESSIONAL EXPERIENCE

**ACCOUNTANT, FEBRUARY 2008-PRESENT**

**Company: Raknor LLC (Ras al Khaimah ) UAE**

REPORTING TO-Chief Accountant

INDUSTRY:MANUFRACTING –CONCRETE PRODUCTS

Job responsibilities

* Leading the accounting team of five members.
* Realize the objectives of Accounts Department
* To follow the procedure/policies set by the Company Top Management
* Prepare profit and loss statements, balance sheet and monthly closing, cost accounting reports and other MIS reports.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions etc.
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
* Monitor and review accounting and related system reports for accuracy and completeness.
* Prepare and review accounting and related system reports for accuracy and completeness.
* Resolve accounting discrepancies. \Interact with internal and external auditors in completing audits.
* Follow-up with sales department for any outstanding invoices and updating the status to the management.
* Coordinate with plant manager for making various project related reports and reviewing various documents and making payments as per the LPO.
* Valuating the customer credit worthiness and checking the relevant documents.
* Coordinating various stocks takes. Inventory as well as for finished goods.
* Coordinating with internal ISO auditors on ISO internal as well as external audit.
* And various HR/ administrative duties.
* **STEVIN ROCK LLC, RAS AL KHAIMAH-MIDDLE EAST**

**ACCOUNTS ASSISTANT & PURCHASE CLERK, AUGUST 2004- JULY 2007**

INDUSTRY- QUARRY & MINING

**Job Responsibilities:**

* Looking after payable department that includes local as well as overseas vendors.
* Purchase clerk responsibility includes analyzing various vendors quote.
* Preparing purchase orders. Coordinating with stores department.
* Doing legalization for various imported items.
* Coordinating with clearing agent for proper clearance of various imported items.

EDUCATIONAL QUALIFICATION

* MASTERS IN BUSINESS ADMINISTRATION

SPECIALIZATION: FINANCE

YEAR: 2002-2004

UNIVERSITY OF CALICUT

GRADE: FIRST CLASS

* **BACHELORS OF COMMERCE**

SPECIALIZATION: TAXATION

YEAR: 1998-2001

MAHATMA GANDHI UNIVERSITY

GRADE: FIRST CLASS

**COMPUTER PROFICIENCY**

* Proficient working knowledge in ERP ( Was in charge of implementing team)
* Proficient in Microsoft Office

STRENGTH

* Having deep desire for updating learning.
* Willingness to take new responsibilities.
* Being a good team player contributing to the effective functioning of the team.

PERSONAL PROFILE

Nationality: Indian

Date of Birth : 12-05-1981

Marital Status : Married

Passport : Expiry date: 13-01-2024

Driving License : UAE Light vehicle& Indian Light vehicle

**Reference can submit on request.**

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

**Anoop**