**DELVIN**

**Satwa, Dubai**

**Mob: C/o 971504973598**

**Email**: delvin.378520@2freemail.com

# *Financial associate and financial compliance &accountant (FC&A)*

***Profile summary***

2.6 year experiences in US company in India as financial analyst to preparing and analyzing the financial statements of various global companies as per US GAAP and IFRS standards. One year experience in Reliance Jio info comm ltd, fully owned subsidiary company of Indian’s largest company groups reliance industries as FC&A (Financial compliance and Accountant). Sufficient knowledge in accounting and finance. Good experience in handling financial statements and ERP tools.

***Employment Details***

**Organization : Reliance Jio Info comm ltd**

**Designation : Finance compliance and Accountant**

**Duration: May 2017 – March 2018**

**Work Place : Cochin, India**

**Responsibilities**

* Prepares and records asset, liability, revenue, and expenses by compiling and analyzing account information.
* Bank Reconciliation on weekly and monthly basis.
* Preparing monthly and quarterly MIS reporting to the top management
* Expense analysis on a monthly basis to determine accuracy and reasonability
* Petty cash management and cash reconciliation.
* Calculation of sale tax and vat and service tax.
* Preparation of financial statements (PL account, balance sheet and cash flow) in accordance with Indian accounting standards.
* Reviewing, investigating and correcting errors and inconsistency in financial statements, documents and reports.

**Organization : R R Donnelley**

**Designation : Financial Associate**

**Duration : November 2014 – May 2017**

**Work Place : Chennai, India**

**Responsibilities**

* Performs US GAAP and IFRS financial reporting on all financial statements and map financial data and disclosures reported in annual and quarterly reports.
* Accountable for analysis of financial statements including, regular report and amendment report: both 10 K and 10 Q of various global companies.
* Supports the validation and data integrity checks on financial statements.
* Reporting of Financial Statements i.e. Balance Sheet, Statement of Income, Cash Flow Statement, Statement of Operations, Equity Statements etc. and various notes parts as per SEC guidelines.
* Detailed analysis of firm financial data with the previous filings with SEC.
* Ensure the consistency and quality of financial reports by self-reviews and with reporting tools and systems.
* Analyzing financial statements and data to provide organization with information that will assist in future planning and decision-making.
* Educate the client verbally or through draft if any conceptual issue arises.
* Review SEC filings and investor presentations for accuracy and maintain detailed supporting documentation for all financial data.

# PROFESSIONAL ACHIEVEMENTS:

* Awarded as the best team player in the team
* Received awards and appreciation for handling high volume with 100% accuracy.

**Educational Qualifications:**

* MBA in Finance from Bharathiar University with 67.00% (2012-14)
* B.com at Calicut University with 60.00%(2009-12)

## Computer Skills:

* SAP
* Tally
* MS Office

**STRENGTH:**

* Strong communication,problem solving, interpersonal and analytical skills.
* Team player with an ability to grasp new things quickly.
* Willingness to learn.
* Team facilitator.

**Languages Known:**

To speak:English, Tamil, Hindiand Malayalam

To write:English, Hindi & Malayalam

**Personal Details:**

Visa status : Visiting Visa

Visa validity : 02/06/2018

Passport validity : 31/08/2024

Marital status: Single

Date of Birth : 21/03/1990

Nationality : Indian

Location preference : Dubai,Sharjah

### **Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief. If I am offered an opportunity to work, I will discharge the duties entrusted to me to the best of my potential.

Place:Dubai

Date: 12/3/2018 Delvin