|  |  |
| --- | --- |
| **Sujo** **Accounts Management Professional****E-mail:** sujo.380886@2freemail.com  |  |

|  |
| --- |
| **Objective:**To work in a challenging and responsible position where my professional skills can be utilized for the progress of the organization and to update myself with the latest technologies |
|  | **CORE STRENGTHS** |  |
|  |
| * 4+ years proven experience in Gulf
 |  |
| * MIS/ Accounting & Financial Reporting
* Timely & accurate accounts finalization
* Solid Management & Leadership abilities
* Extensive Accounts & Finance Experience
* Maintenance of Book of Account
 |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  | **QUALIFICATIONS** |  |
|  |
| **Completed MBA (Master of business administration) Finance****Bachelor of Commerce,**Calicut University, India. | **2011****2009** |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  | **CAREER SNAPSHOT** |  |
|  |
| **Accountant, Maysa national modern LLC(OMAN)** | **Dec 2014 –Jan 2018** |
| **Accountant, info systems and communicaton** | **Mar 2011 – Apr 2014** |
|  |  |

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
|  | **AREAS OF EXPERTISE** |  |
| **Accounts Management** • Maintaining accounts receivable and accounts payable• Prepare annual financial statements• Internet research for new accounting standards and techniques• Handled purchases• Researched and documented new accounting procedures and processes to beimplemented• Journal and ledger entries. |
|  |

|  |
| --- |
| **Finance Management** * Establish and maintain cash controls and reconciliation of bank statements and general ledgers.
* Provide assistance to senior management in the preparation of the organization’s annual budget and audit.
* Review payroll reports; calculate salaries, and the employee’s contributions and deductions, make adjustments to the payroll as necessary.
* Maintain records of all financial systems, issuing receipts for all transactions involving accounting.
* Task to prepare income statements, monitor financial transactions, and enter to accounting system.
* Classify and maintain monthly balance sheets and financial statements
 |
|   |

|  |  |  |
| --- | --- | --- |
|   | **PROVEN JOB ROLE**  |  |
|  |
| **Accountant –**Maysa national modern LLC* Accountable for payment collection from client, bank check processing and ensuring accurate posting in tally.
* Handling the preparation of petty cash reconciliation statement and assuring sufficient availability of cash at the branch. Managing GL accounts reconciliation and monthly reconciliation schedule preparation.
* Conducting analysis on the outstanding receivables to the Branch Manager.
* Making sure the adherence to the company policies on invoicing, petty cash handing and passport request.
* Managing the generation of sales analysis report, AR report, daily sales report, stock ageing report and wage analysis report.
 |
| **Accountant –** Info systems and communication.* Responsible in the complete handling of accounts up to finalization including validating and processing purchase/sales payment and receipts.
* Supervised weekly the debtors’ balances, followed up payments, processed payroll, handled petty cash, bank reconciliation, sales & purchase accounting, sales tax and interest computations.
* Prepared monthly trail balance, trading, P/L accounts cash flow statement and ensured adequate funds are available to meet the expenses of the company.
* Conductedyearly inventory valuation, passing journal entries and solved queries of the auditors.
* Produced monthly stock valuation report, AR report, sales analysis report, wage analysis report and cash flow statement.
 |

|  |  |  |
| --- | --- | --- |
|  | **IT SKILLS** |  |
|  |
| * Proficient in Financial Packages: Tally, ms office ,power point
 |

|  |  |  |
| --- | --- | --- |
|  | **PERSONAL DETAILS** |  |
|  |
| Nationality | : | Indian  |
| Date of Birth | : | 12 th april 1987 |
| Marital Status | : | Married  |
| Visa Status | : | Visiting visa |
| Languages | : | English &Hindi |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **REFERENCES** |  |
|  |
| Furnished promptly upon request |