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 **CURRICULUM VITAE**

**NELSON**

**Email:** **nelson.381543@2freemail.com**

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| **Summary:** |   |
|   **4.5 years** of experience in **Finance & Accounts** Astute professional with experience in accounting operations, financial reporting, payroll, auditing, budgeting, problem solving, team building, detail-oriented and procedure implementation. Handling finance involving coordinating with companies handling budget control, **VAT** filing, auditing, receivable and payments from Clint’s and suppliers. Innovative professional progressive experience in Accounting and Auditing and knowledge in all aspects of day to day finance operations   |

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| **Objective:** |   |
|     Intend to work with leading corporate in the field of **Accounting, Finance** and that will effectively utilize acquired expertise, creative talents and commitment to excellence. To develop and involve in a team of professional accountants to achieve accounting and company objectives by providing quality service.   |

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| **Area of Interest :** |   |
| 1. Finance & Accounting  3.Financial Analysis 3. Auditing

 4.    Budgeting 5. Procurement  |

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| **Skills & Expertise :** |   |
| * **4.5** years of vigorous work experiences in the field of Finance Accounting, payroll, budget control, VAT filing and Auditing
* Planning, Managing & Implementing
* Work well in teams
* Communication Skills (Co-ordination, organizing and work within teams)
* Adapts quickly to change and works well under pressure
* Computer Skills (MS Word, Excel, Power Point, Tally ERP and SAP)
* Skilful in documentation
* Dealing with all levels of people
* Strong written and oral communication skills
* Diploma in Indian and Foreign Accounting (DIFA) – IAB (International Association of Bookkeepers) certification, London
* **Holder of valid UAE Driving License**
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| **Work Experience:** |   |
| **New Delmon LLC – Senior Accountant – Dubai, UAE** |
| **Section:**  | Finance / Accounts  |
| **Designation:**  | Senior Accountant |
| **Duration:** | 12th December 2015 to 26th March 2018 |
| **Job Profile:** | Reviewing payment request submitted by the supplier, cross-checking with PO and processing. Issuing cheques after verifying the bank balance. Update customer with SOA every month and provide required assistance, chasing over dues via telephone, E-mail, letter and direct meeting if demands. Allocating receivable on the ledger and preparing a report in due wise. Disburse of petty cash effectively after having strict scrutiny over bill submitted for reimbursement. Preparing of customer invoices consolidating DO’s on monthly basis. According to receipt, payment, sales, purchase invoices, petty cash, WPS and daily collection and posting other entries to keep the books of accounts up to date. Handling VAT filing and cross-checking all invoices. To find out the difference between bank and ledger balance. Preparing reconciliation and cash flow statement. Cross-checking with DO’s, Invoice, purchase order and GRN on the project basis. To ensure all the materials are delivered against LPO. Assistance in necessary documents for letter of credit, import and export clearance. |
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| **Work Experience:** |   |
| **EXL Services – Finance and accounts – Bangalore, India.**   |
| **Section:**  | Finance  |
| **Designation:**  |  Assistant Accountant |
| **Duration:** | 16-September- 2014 to 04-september-2015 |
| **Job profile** | Supervising accounting technical and clerical staff. Maintain Clint’s relationship. Performs a wide variety of general accounting functions including preparation, review, month and year-end closing processes and maintain schedules. Approves ledger entries by auditing transactions. Report to managers on the monthly and quarterly basis on financial performance. Checking and verification of accounting works based on supporting documents and make changes/rectification as required. Supports annual audit by providing information and answers to auditors Reviews general ledger accounts, Preparing the Clint financial statement and accounts update as per request. Protects organization's value by keeping information confidential. |
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|   **3. GEORGE JOSEPH K J & CO. (Chartered Account Office) - Kerala, India.**  |
| **Section:**  | Audit  |
| **Designation:**  | Audit Assistant |
| **Duration:** | 02-May-2011 to 31-July-2012 |
| **Job profile** | Following audit programmes as assigned by the senior auditor. Analysing and listing procedure, document and system. Obtained and examined appropriate audit evidence in support of the audit finding. Reviewing previous audit report and ensure all the recommendations are made and agreed by the company have been fully implemented. Evaluate the effectiveness and efficiency of the compliance with internal control and operating procedure. Verifying hard copies based on the audit report, balance sheet and other related financial statements. Analyse and recommend changes in internal audit controls.Establish working relationships with company's staff, business partners and clients.   |

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| **Educational Qualification:** |   |
| **Course** | **University** | **Specialization** | **Year** | **Mark (%)** |
| **Master of Business Administration (MBA)** | Anna University, Chennai | Finance | 2012 to 2014 | 70.30% |
| **Bachelor of Business Administration (BBA)** | Mahatma Gandhi University, Kerala | Finance | 2008-2011 | 62% |
| **Higher Secondary**  | State, India | Science | 2006-2008 | 73% |
| **10th SSLCS** | State, India |  | 2006 | 71% |

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| **Personal Strengths:** |   |
| Excellent interpersonal and negotiating skills. Quick learn and grasp new system and procedures. Ability to work in deadlines, under pressure. Responsible and Confident. Positive attitude and hard working. Highly motivated, Optimistic and Devoted with excellent follow up skills. Maintain excellent work relationship with associates. |

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| **Computer Skills:** |   |
| ERP Software Packages - **Tally, Peachtree**, **SAP** (Basics) and Proficient in major Office application such as MS Word, MS Excel, Power point |

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| **Personal Achievement:** |   |
| **Diploma in Indian and Foreign Accounting** **(DIFA)** – IAB (International Association of Bookkeepers) certification, London  |

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| **Personal Information:** |   |
| **Age & DOB** | 28 Yrs., 16th June-1990  |
| **Marital Status:** | Single |
| **Languages Known:** | English, Malayalam, Hindi and Tamil |
| **Nationality**  | Indian |
| **Driving License** | Valid **UAE Driving Licence**  |
| **Visa** | Visit Visa |

Reference are available on upon request