

AJITH

Email: ajith.381793@2freemail.com

**Senior Accountant**

Skilled accounting professional with 14+ years of UAE experience and 3 years of experience in auditing field in India. Currently working towards obtaining CMA designation. 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.

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| **Areas of Expertise** |  |  |  |  |
|  |  |  |  |
| ♦ Complex Expense Reporting & Reconciliation | ♦Month-end Reconciliation & Analysis |  |
| ♦ Team Leadership | ♦Reporting and Documentation |  |
| ♦ Financial Statements & Preparation. | ♦Analytical & Critical Thinker |  |
| ♦ General Ledger Entries & Audits. | ♦Microsoft Office Proficient |  |
| **Professional Experience** |  |  |  |  |
| **Senior Accountant** |  |  |  |  |
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| **Amana Industries FZE Sharjah** |  |  | **February 2017- Present** |  |  |
| **Amana Pipeline and Construction Co. Dubai U.A.E** |  | **September 2013 – January 2017** |  |
| **Amana Contracting & Steel Buildings Co, W.L.L, Abu Dhabi,** | **May 2008 – August 2013** |  |
| **U.A.E** |  |  |  |  |
| **(Reporting to Finance Manager & Administration)** |  |  |  |  |

*Duties and responsibilities*

* Responsible for prepare quarterly financial statements and MIS reporting along with different Schedule and overseas day to day activities of accounts.
* Preparation of monthly variance analysis of actual result with budgets and submitting reports to the Management.
* Supervising day to day accounting transactions related to difference activities such as invoice booking, payments looking after cash and bank tractions, reconciliation of cash and bank employee’s advance, loan , petty cash ledger, receivables and payables.
* Computation of Accrued Income Deferred Income, Outstanding Expenses and Prepaid Expenses.
* Preparation of Fixed Asset Schedule & Depreciation Schedule.
* Prepares bank schedules and bank reconciliation statements every fortnight.
* Monitor compliance with generally accepted accounting principles and company procedures.
* Preparation of various schedules for interim and final audit.
* Liaison with Auditors.
* Monthly preparation of Anticipated Cash Inflow/Outflow statement.
* Keeping and handling major subcontractor`s accounts and Join venture`s accounts.
* Assisting the finance manager in the preparation of Annual Budget.
* Maintaining & Finalization of accounts up to Balance Sheet.
* Review of balance sheet transaction to ensure accuracy, sufficient documentation and ensure all balance are properly supported and record correct entries as required.
* Supervise all regular accounting processes
* Preparing & Handling Letter of Credit, Letter of Guarantee, Performance Bond etc.

**Accountant**

**Rashid Al Jabri Group of Companies, Dubai, U.A.E August 2004 – October 2007 (Group of Companies, area of activities are Construction, Real estate & Rent A Car Service**) **Accountant (Reporting to Finance Manager &Administration)**

*Duties and responsibilities*

* Supervision & Monitoring of Accounting functions.
* Prepares Bank Schedules and Bank Reconciliation.
* Preparation & review of month end, quarter end & yearend pack.
* Pay roll Verification and Disbursement arrangements.
* Preparation of various books of accounts and Final accounts.
* Internal Auditing and reporting.
* Liaison with banks and financial institutions.
* Preparation and follow up of Bid bond, Performance bond and Letter of Credit.
* Liaison with Auditors.
* Assisting the General Manager in overall administration of the company.
* Fund management of Inter division Departments.

**VRM Chand & Co. Chartered Accountants, Kerala, India Article ship (Reporting to Senior Auditors)**

**June2001 – July 2004**

*Duties and responsibilities*

* Auditing of Commercial Banks & Non-banking financial institutions.
* Auditing of Private and Public Sector Company.
* Auditing of educational institution, Charity, Trading Co. etc
* Preparing accounts for small proprietary concerns on the basis of available vouchers and other information.
* Assisting the Senior Auditors for preparing the Final Audit report.
* Checking Various reports such as, statutory report, Inspection report Internal Auditing Report etc.
* Vouching & Verification of purchase, disposal, and depreciation written off in respect of fixed asset.
* Verification of assets & Liabilities and see whether its valuation is reasonable or not.
* Checking cash book, ledgers stock register, fixed asset register etc.
* Auditing of trading transaction like purchase, sales, returns etc.
* Checking of Loans & Advances.
* Physical verification & counting of Cash, Inventories, etc.
* Check the Guarantee register, salary acquaintance register fixed asset register etc.
* Check whether classification of assets as standard, sub- standard, doubtful and loss has been made according to the latest RBI Guidelines.
* Studying Internal Control System.
* Checking whether adequate provisions are made or not.

**Education**

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| ***Year*** | ***University*** | ***Course*** | ***Specialization*** |
|  |  |  |  |
| 1999 – 2001 | M.G | Bachelor of Commerce | Accounting |
|  | University |  |  |
|  | Kerala |  |  |
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| **Professional Qualification** | Pursuing **CMA** |  |
|  |  |  | MS Word, Excel |  |
|  |  |  | Microsoft Navision |  |
| **Computer Proficiency** |  |
|  |  |  | Peach tree, Tally 7.2. |  |
|  |  |  | Analyst Accounting Software (ERP) |
| **Linguistic ability** |  |  |  |
|  | **Read** |  | **Write** | **Speak** |
|  |  |  |  |  |
| **English** | Excellent |  | Excellent | Excellent |
|  |  |  |  |  |
| **Malayalam** | Excellent |  | Excellent | Excellent |
|  |  |  |  |  |
| **Hindi** | Good |  | Good | Useful |
|  |  |  |  |  |
| **Personal Data** |  |  |  |  |
| Age & Date of Birth | 39, 28th May, 1979 |  |
| Nationality |  | Indian |  |
| Marital Status |  | Married |  |
| Driving License |  | U.A.E & India |  |
| Visa status |  | Residence |  |
| **Reference** |  | Available on demand |  |
| **Conclusion** |  | If I am considered as a real candidate to work in your esteemed |
|  |  | organization, I assure you that I will do my duties very sincerely |
|  |  | and honestly for the benefits of the organization. |