**

***Anil***

*Dubai, UAE.*

*Email:* [anil.382301@2freemail.com](mailto:anil.382301@2freemail.com)

**OBJECTIVE**

To be a part of organization where the management structure recognizes and rewards loyalty, honest, hardworking & ambition of employee by providing growth opportunities and necessary infrastructure that could contribute to the success of the company.

**EDUCATION**

PGDM-Finance 2014

Bachelors (Accounts& Audit) B.Com 1992

H. S. C. 1989

**HIGHLIGHTS**

* Over 23 years of experience in Accounts and Finance with hands-on experience inTally ERP-9, Web Base in house Accounting Application.
* Hands on experience on implementation of GST in India.
* Hands on experience on implementation of UAE – VAT.
* Experienced with analytical skills to Accounting policy, practices and processes.
* Good Accounting and Finance Management skills to interface with internal/external customers and suppliers
* Well-developed organizational, time management, analytical and problem solving abilities.
* Proficient in the use of Microsoft Windows and Microsoft Office products including Excel, Word.
* Languages Proficiency : English, Hindi, Gujarati, Marathi.

**Work Experience:**

**Present: Capricorn Logistics DWC-LLC**

**Manager Accounts & Finance Nov 2017– Present**

* + VAT implementation within organisation. And getting updation done in software.
  + Supervision and Monitoring of Accounting Activities up to finalization.
  + Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
  + Ensure an accurate and timely monthly, quarterly and year end closure.
  + Ensure the timely reporting of all monthly financial information.
  + Responsible for reviewing bank reconciliations, Advising completing month end reconciliation and approving journal entries prepared by junior accountant working under my supervision.Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
  + Attending Internal and Statutory Auditors for their queries for finalization of Monthly/Quarterly/Half Yearly/Yearly Balance Sheet.
  + Collaborates with the other finance department managers to support overall department goals and objectives.
  + Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
  + Advises staff regarding the handling of non-routine reporting transactions.
  + Over all analysis of Individual Taxation and Reconciling Payroll/Salary Accounts, with accounting applications, with junior payroll executive.
  + Provide training to new and existing staff as needed.
  + CURRENT SALRY AED 10,000/- (Expected 10% rise – negotiable)

**Previous: Capricorn Logistics Pvt. Ltd.**

**Manager Accounts & Finance/IT April 2008–Nov2017**

* + Business Analysis and providing input for software development and setting Logic as per flow chart discussed with Accounts/Operation team.
  + Supervision and Monitoring of Accounting Activities up to finalization.
  + Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
  + Ensure an accurate and timely monthly, quarterly and year end closure.
  + Ensure the timely reporting of all monthly financial information.
  + Ensure the accurate and timely processing of positive pay transactions.
  + Responsible for reviewing bank reconciliations, Advising completing month end reconciliation and approving journal entries prepared by junior accountant working under my supervision.Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
  + Attending Internal and Statutory Auditors for their queries for finalization of Monthly/Quarterly/Half Yearly/Yearly Balance Sheet.
  + Collaborates with the other finance department managers to support overall department goals and objectives.
  + Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
  + Advises staff regarding the handling of non-routine reporting transactions.
  + Over all analysis of Individual Taxation and Reconciling Payroll/Salary Accounts, with accounting applications, with junior payroll executive.
  + Provide training to new and existing staff as needed.

**Previous: M/s. Ruskin Chemi Pharm Feb. 2007–Apr 2008**

**AccountsManager**

As Manager I am leading the team of 5 assistants with Ruskin Chemi Pharman Importer/Trader of Pharmaceutical bulk drugs Mumbai, where job profile includes

* Computerized Accounting and Book Keeping.
* Direct and Indirect Taxation (Income Tax & Sales Tax, Individual Tax, Capital Gain etc.)
* Attending to Statutory Auditors, for monthly, Quarterly and Annual Statutory submissions.
* Preparation & Follow-up with Banks for LC/OD/CC etc.
* Accounts Payable and Receivable Reconciliation.
* Ensure an accurate and timely monthly, quarterly and year end closing.

**Previous: M/s. Mehta Petro Refineries Pvt. Ltd. Oct. 1995 – Feb 2007**

**Accounts Manager**

As Manager leading the team of 7 assistants with Mehta Petro Refineries Limited, Mumbai. A Chemical Manufacturing Company and the job profile includes

* Book Keeping and Accounting.
* Direct and Indirect Taxation (Income Tax & Sales Tax, Individual Tax, Capital Gain etc.)
* Attending to Statutory Auditors, for monthly, Quarterly and Annual Statutory submissions, to Sales Tax, Income Tax, and Central Excise etc.
* Preparation & Follow-up with Banks for LC/OD/CC etc.
* Accounts Payable and Receivable Reconciliation.
* Ensure an accurate and timely monthly, quarterly and year end closing.

**PERSONAL DETAILS:**

* Date of Birth : 10th December, 1970.
* Gender : Male.
* Marital Status : Married.
* National : Indian.

**IT KNOWLEDGE:**

* Packages familiar with : MS-Office
* Operating Systems : Windows (7,8,9)
* Accounting Package : Tally 5.4, 6.3, 7.2, ERP-9, and

SQL base dot net Application.

**HOBBIES:**

* Playing Badminton / Carom
* Watching/Playing Cricket
* Watching Lawn Tennis and Football
* Gathering and updating knowledge through Internet.