Hakim

E-mail: hakim.3826246@2freemail.com

**A challenging Position that will enable me to contribute to the organization goals**

**Availing an opportunity for growth and advancement.**

Overall experience of around 27 years in the field of Financial Accounting, Management Accounting

**Key Skills:**

* Project & service Accounting
* Trial Balance (Ledgers Balances)
* Income Statement, Balance sheet, Cash Flow
* Keeping accounts of Customers Account (Debtors)
* Keeping accounts of suppliers Account (Creditors)
* Preparing salary of all the Employees of the company (Payroll)
* Inventory Control with Branches Account
* Management information system (MIS)
* Computers: Ms Office (Ms Access, Excel, World) Ms outlook- Email, Internet & LAN
* Accounting Package : Tally9 , Orion 10

**EDUCATION**

* Bachelor of Commerce (B.COM) June 1991 from Madurai Kamaraj University, Tamil Nadu, India
* Diploma in Computer Management, May 1993 from Dolphin Computer, Tamil Nadu, India
* Master of Commerce ( M.COM ) June 1995 from Annamalai University , Tamil Nadu, India

**At Present:** Video Home & Electronic Centre, Doha – Qatar.

FINANCE OFFICER- JULY- 2007- TILL

**Duties & Responsibilities**

* Maintaining books of accounts including preparation of Profit & Loss A/c, Balance sheet
* Preparing Debtors & creditors control statements with regards to Age wise report, appraisal periods, and reconciliation of debtors and receiving confirmation of same.
* Reconciliation of Vendors A/c & other related works
* Preparing Annual maintenance contracts job wise, profitability & related works.
* Cost checking, Job Opening for each LPO and expenses booked for each job (Material & Labor)
* Verifying and Preparing account voucher for manpower & other sub contractors.
* Preparation of MIS report
* Preparing Cash Flows, Fund Flow and other financial statements which includes control statements on monthly basis.
* On time Billing Invoices distribution and follow-ups for payments
* Reviewing & preparing daily Journal vouchers for all expenses along with supporting documents.
* Monitoring Petty cash for project and service Division
* Keeping up to date record of all accounting transaction
* Establish, Maintain, and coordinate the accounting procedures
* Keep updated the financial records of the project, service Division
* Financial reporting & audit preparation and coordinate the audit process.

Bilal Match Industries – Sivakasi, Tamil Nadu

SENIOR ACCOUNTANT - October 2003 – June 2007

* Processing of Invoices, verification & approval
* Dealing with supplier enquiries, keeping customers account
* Finalizing Profit /Loss & Balance sheet.
* Handled Sales Tax, Income Tax & Central Excise assessments.
* Handled entire department of manufacturing developed credit appraisal methodologies and implemented the same
* All Debtors account reconciliation and payment follow up
* Reconciling monthly supplier statements and issuing payments.
* To Monitor/ Petty cash of overall branches

Janakiram Spinning Mills Limited- Rajapalayam, Tamil Nadu

SENIOR ACCOUNTANT- October 1995 – September 2003

* Responsible for Purchase and sales ledger accounts, petty cash, expenses, assisting to auditing. Also responsible for other duties assigned by manager.
* Finalizing Profit /Loss & Balance sheet.
* Handing of central excise matters.
* Preparing wages & salaries for Employees.
* Reconciliation of Vendors A/c & other related works
* Preparing reports on different aspects of the business on weekly and monthly basis
* All debtors account reconciliation and payment follow up.
* Preparing C/N, D/N, & all vouchers
* Financial reporting & audit preparation and coordinate the audit process.

Sapthagiri Steels Limited- Krishnan Kovil- Tamil Nadu

ACCOUNTANT – July-1991- September 1995

* Monthly payroll calculation & distribution
* Handled PF & ESI matters
* Preparation of management information system report (MIS)
* Handled petty cash

**Personal Data:**

Date of birth : 20.07.1971

Sex : Male

Marital Status : Married

Place : Tamil Nadu