#### CAREER OBJECTIVE

A highly motivated and diligent accounts professional with 15+ years of exceptional track record and specialization in the fields of financial accounts, cost accounts and managerial accounts, seeking a key managerial position with a dynamic organization to utilize accrued skills to achieve mutual growth objectives.

#### SKILLS

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| * Auditing & Accounting, Costing, Credit & Financial Analysis & Management, Balance sheets, Budgeting & Forecasting
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| * Bank & Accounts Reconciliations, P&L Statements, Cash Flow, Payroll Management, Journal Management, Accounts Payable & Receivables
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| * Communication, Interpersonal, Motivational, Team Building, Analytical & Leadership Skills
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| * Oracle Accounting Systems, MS Office & Excel, Internet Applications
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#### PROFESSIONAL EXPERIENCE

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| **Jan 2004 to till date –**  |  **Accounting Manager – UAE and GGC Countries**Acino Pharma Switzerland, United Arab Emirates **Present****Responsibilities:** * Preparation and finalization of financial statements and preparation of MIS
* Processing WPS account, Accounts Receivables and Payables
* Maintaining key accounts of the company, preparing monthly / annual budget and supervising the smooth running of the establishment’s financial activities.
* Preparing purchase orders for medical supplies and reviewing associated financial statements, summaries, other cost benefit analysis and financial management reports.
* Liaising and coordinating with suppliers, medical representatives and salesmen regarding orders, following up on pending and partial supply and preparing monthly reports.
* Ensuring the smooth transition of goods from one location to another without any disruption and ensuring smooth flow of quality supplies as per requirements.
* Keeping existing stores up-to-date by writing off expired goods and ordering new ones keeping close tabs on client requirements.
* Reviewing & devising daily / monthly reports, preparing monthly / yearly financial and income statements, balance sheets, cash flow projections and quarterly principal profit & loss.
* Auditing and approving all purchase orders and authorizing issuance of materials to clients as per their sanctioned credit limits.
* Interacting and coordinating with auditors on all matters pertaining to company accounts.
* Inventory management, inventory Audit, Physical verification of inventories and report any discrepancies
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| **Oct 1997 – May 2001** | **Accounts Officer**Transtrem India Ltd,India **Responsibilities:*** Part of a team of highly qualified accounts professionals in planning, organizing, directing, controlling and evaluating the operation of the accounts department.
* Directed the financial accounting activities like invoicing, refunds, payroll management, collection of accounts receivable etc.
* Looked after all transactions & documentation related to cash, receivables, trade payables, general ledger, payroll and accrued expenses to support business activities and monthly financial closing.
* Managed key accounts of the company, prepared clients’ yearly budget, supervised corporate affairs, and managed taxation matters.
* Prepared and reviewed P&L associated financial statements, summaries, other cost benefit analysis and financial management reports.
* Consolidated accounting data to prepare monthly income statements and provided written interpretation of results.
* Calculated payroll for each employee after careful verification, preparing payroll and distributing the salary and posting the payroll transactions ensuring all accounts are updated appropriately.
* Recorded, consolidated and prepared all investment transaction accounts in addition to inter company and bank reconciliation.
* Liaised and cooperated with the company auditors and provided them with all documents and details on issues related to company accounts.
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| **May ‘98 - Oct ‘99:** | **Senior Auditor**Karnataka State Army Ltd **Responsibilities:** * Responsible for all phases of the audit process including planning and leading audits, providing guidance and technical assistance to other professional staff and ensuring the completeness, accuracy and objectivity of audit assignments.
* Evaluated the adequacy and effectiveness of internal controls through the application of knowledge of business systems and performed specific audit procedures to prepare work papers documenting the audit procedures performed.
* Obtained, analyzed and appraised evidentiary data as a basis for an informed objective opinion and presented audit findings and recommendations to management.
* Perused and checked all documents and accounts pertaining to sales and expenses according to sampling system.
* Checked the arithmetical accuracy of all the entries in ledger and prepared the trial balance, P & L account and Balance Sheet of clients.
* Monitored work assignments to ensure timely completion and performed detailed quality assurance reviews of work papers and reported drafts to ensure the completeness, accuracy and objectivity of audit reports.
* Prepared concise, informative written reports on the adequacy, effectiveness and efficiency of the system.
* Recommended efficient, effective alternatives to improve operating performances while maintaining an adequate control environment.
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#### EDUCATION

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|  | **Completed Bachelor of Commerce from Indian University and Passed out C A inter from Institute of Chartered Accountant of India**  |

#### PERSONAL INFORMATION

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| **Birth Date:01.06.1972** |  |
| **Gender: Male** |  |
| **Nationality: Indian** |  |
| **Marital Status: Married** |  |
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