

Curriculum Vitae

ANOOP

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Summary

Skilled Financial Manager Adapt at increasing workprocess effficiency and profitability through functional and technical analysis. Successful at advising mult-ibillion dollar corporation. Small Business, and Individul Clients. Area of expertise include assets allocation, Investment strategy and Risk Managemeent.

Professional experience

**Qatar British Automobiles (Dealer of MG )**

**From 05/10/2017 to 30/04/2018**

**Finance Manager**

* Reviewing financial reports, monitoring accounts, and preparing activity reports and financial forecasts. Financial managers also investigate ways to improve profitability, and analyze markets for business opportunities, such as expansion, mergers or acquisitions.
* Prepare monthly financial reports and discuss the status with Chairman and Top Managements.
* Prepare And Analyse Yearly Budget
* Finanlisation Of Accounts And submit to the External Auditors
* Control all payables and receivables including collection and payments.
* Calculating total cost of shipments.
* Co Ordinate With All Departments And followup the Company Budget.
* Verify Foreign nd Local fud Transfers to the Suppliers.

**Horizon International (Dealer of Aston Martin & Lotus )**

**From 15/04/2015 to 30/09/2017**

**Finance Manager**

* Prepare monthly financial reports and discuss the status with Chairman and Top Managements.
* Prepare And Analyse Yearly Budget
* Finanlisation Of Accounts And submit to the External Auditors
* Control all payables and receivables including collection and payments.
* Calculating total cost of shipments.
* Co Ordinate With All Departments And followup the Company Budget.
* Verify Foreign nd Local fud Transfers to the Suppliers.
* Follow up sales and Preparing analytical sales report (Compare to Budget)
* Issue Cheques to Vendors And service suppliers
* Co Ordinate with Foreign Suppliers related to Payments & Shipping Status.

**Al Kazemi Group, Qatar (Master Whole Saler of Airconditioning & Refrigeration Equipments, Components, Tools, Spareparts Etc, Engineering Projects)**

**From 04/01/2014 to 31/01/2015**

**Chief Accountant**

* Prepare Daily Bank Position reports
* Prepare Salary for Employees & salary transfer Through Bank.
* Control all payables and receivables including collection and payments.
* Calculating total cost of shipments.
* Bank Reonciliation & POS Transaction reconciliation
* Prepare TT’s to Foreign & Local Suppliers. Make Internal fund Transfers.
* Follow up sales and Preparing analytical sales report (Compare to Budget)
* Issued Cheques cheques
* Co Ordinate with Foreign Suppliers related to Payments & Shipping Status

**FAISAL AL RASHEED GROUP (Kuwait)**

**From 15/01/2007 to 07/08/2013**

**Accountant, Banking Senior Supervisor, Treasurey Manager**

* Cash Flow Management
* Prepare Cashflow forecast & maintain the cash flow depends upon the forecast
* Arrange funds from bank for the new projects
* Prepare monthly reports related to budget & actul and submit to top management
* Planning Cash outflows to settle the dues on time
* Leading all showroom cashiers to manage the cash in easy ways.
* Prepare Salary for Employees (More than 1200 Employees), Make Salary reports, Prepare Letters to make salary transfer Through Bank.
* Control all payables and receivables including collection and payments.
* Experience in handling day to day Purchase transactions and Monthly Reconciliation of Supplier / Agents Accounts.
* Calculating total cost of shipments.
* Process monthly accounting procedures including payroll, bank reconciliation, etc.
* Preparation of emplyee's vacation and retierment's Payments. Reconciliation of employee’s related Accounts.
* Prepare TT’s to Foreign & Local Suppliers. Make Internal fund Transfers.
* Reconcile POS Transaction accounts

**AL AHLEA GROUP. (Kuwait)**

**From 01/02/2005 To 12/01/2007**

**ACCOUNTANT**

**IDEA MOBILE COMMUNICATIONS LTD (INDIA)**

**From 16/12/2002 To 25/12/2004**

**ACCOUNTANT**

**JACOB & GEORGE CHARTERED ACCOUNTANTS**

**From 01/01/2001 To 15/12/2002**

**AUDIT STAFF**

Personal Information

**Gender :** Male

**Date of Birth :** 26th May 1980

**Nationality :** Indian

**Education**

2011 MBA Finance – Bharatiya Gurukula Vidyapeedom, Coimbatore-Distance Education .

Exam -Alapuzha centre, kerala state.

2000 Bcom Graduation – Calicut University- Kerala State, Inida

Professional Courses

* Study in Accounts & Auditing in a Reputed Chartered Accountants Firm in India

(Jacob & George, Chartered Accountants, Kerala State, India)

* Management with Objectives and Preparing estimated budgets.

Computer Skills

* M S Office Package.
* Experience in Oracle (ERP), Dynamix Ax, Peachtree, Aswaq, Retailpro, CABS & GL Soft Wares.

**Languages**

English: Good command of language both written & spoken

Hind, Malayalam, Tamil

Arabic : Can Speak

Communication Skills

Initiative, Self-Dependent.

Excellent Capability of Communication with the others.