

**Anil**

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CAREER OBJECIVE:

Having equipped with tools of professional skills and competency, seeking a position where my knowledge and skills are capitalized and could contribute towards achieving organizational objectives along with professional growth.

**11 YEARS GULF INDUSTRY EXPERIENCE SUMMARY: (Details attached separately) Over all 20 Years in Accounts.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company** | **Place** | **Designation** | **Duration** | **Reporting to** |  |
|  |  |  |  |  |  |
| **4 STAR HOTEL** | Dubai UAE | Chief Accountant | Aug 2015 – Jan | MD& FC |  |
|  |  |  | 2019. |  |  |
|  | Dubai |  | July 2010 - Aug |  |  |
| Richmond Hotel apt | UAE | Senior Accountant | 2015 Aug. | MD & FC |  |
|  |  |  |  |  |  |
|  |  | Senior Accountant | Aug 2008 - July | MD & GM |  |
|  |  | 2010 |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | Receivable In | Jan 2008 -Aug | Chief |  |
|  | Dubai | charge/Assistant |  |
| Jormand Suites Hotel | 2008 | Accountant |  |
| UAE | Accountant |  |
|  |  |  |  |
|  |  |  |  |  |  |
|  |  | Night | July 2007 - | Chief |  |
|  |  | Auditor/Accounts |  |
|  |  | Dec2007 | Accountant |  |
|  |  | Assistant |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  | Riyadh - |  |  |  |  |
| DUNKIN DOUNUTS | Jeddah, | Sales In |  |  |  |
| (Shahia Food industries | Saudi | Charge/Accountant | Jan 2000 - |  |  |
| Co. Ltd.) | Arabia | Assistant | Oct2004 | GM |  |
|  |  |  |  |  |  |
| Shaji & Murali |  |  |  |  |  |
| Chattered Accounts | Kerala | Accountant | Jan 1999 - Jan |  |  |
| Firm, Adoor, Kerala | India | Assistant | 2000 | Manager |  |
|  |  |  |  |  |  |
| LOW HEAT DRIERS PVT. | Kerala | Accountant | Jan 1998 – | Accounts |  |
| LTD | India | Assistant/Sales | Dec1998 | Manager |  |
|  |  |  |  |  |  |
| J.J. Enterprises India Pvt | Kerala | Accountant | April 1997- Jan | Accounts |  |
| Ltd | India | Assistant /Sales | 1998 | Manager |  |
|  |  |  |  |  |  |

QUALIFICATIONS: B.COM from Kerala University Kerala, India, MBA in Finance Management from NIBM.

COMPUTER SKILLS:

* Extensive user of MS Office (MS Word, Excel, Power point etc.)
* Have operated Windows Based Payroll System
* Hands on Experience on various hotel software used such as **IDS**, Tally, Prologic etc.

EXPERIENCE DETAILS AS HEAD OF FINANCE DEPARTMENT:

Having experience of working on management position for more than 10 years of supervising Finance staff in overall finance with respective sections like Accounting, Auditing, Credit control, Purchase, cost control, Inventory, Payable and General accounting cum cashiering.

Below are the few points of current Job:



• Leading the Accounts Department Leading administration Department.

* Verifying the Financial entry and Cash flow statement



• Auditing the Night auditor’s report and verifying the sales Report Handling all the administration work of the Hotel.

* Verifying all the JV entry in monthly bases and allocating recurring entry like depreciation, prepaid expense and provision entry.
* Preparing the P&L and Balance sheet.
* Comparing the P&L with previous years and monitoring the changes in Revenue& expense.
* Keeping regular follow up with Debtors and achieving the maximum collection.
* Matching the books and bank balance on weekly bases and preparing monthly bank reconciliation.
* Preparing the monthly productivity report based on occupancy and ARR

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| Date of Birth | : | 29/08/1971 |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Driving License | : | Valid U.A.E Driving license |
| Visa status | : | Visit visa |
| Languages | : | Fluent in English, Hindi, and Malayalam |
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