**Antony**

[antony-392605@2freemail.com](mailto:antony-392605@2freemail.com)

## CHIEF ACCOUNTANT / ACCOUNTS MANAGER PROFILE SUMMARY

Senior Accounts Manager, with over 20 years experience in managing finance functions in privately-held companies. Proficient in working with various groups, including vendors, sales, legal and financial controllers to determine optimal strategies and create efficiency. Restored financial health of the former company by taking control of all receivables, payables and assets; and strengthened financial position of the company by implementing new procedures, quality control measures, and ensuring complete transparency. Currently seeking to work in a challenging environment that demands strong leadership skills to to make tangible contributions to the financial bottom line.

## EDUCATION

**Bachelor in Commerce (B. Com)**

University of Kerala

*Advanced Accounting, Cost Accounting & Business Statistics*

## CORE SKILLS

Financial Planning Month & Year End Closing Budgeting & Forecasting Financial Reporting Cash flow management Cost analysis

## PROFESSIONAL EXPERIENCE

**Presently working as a Auditor in a reputed firm in Dubai**

**Dr. Samiha Group – Angela General Trading FINANCE MANAGER**

2013- Feb. 2017 / Dubai, UAE

* Created standardized, workable accounting systems with four direct reports; manage accounting staff in five locations spread across the UAE.
* Analyzed and forecasted financial requirements of the organization; prepared monthly cash flow and forecasts and compared actual with forecast.
* Supervised the general ledger group to ensure all financial reporting deadlines are met and the entries are correct.
* Liaised with external auditors. Ensure audit is started and completed on time with minimal interruptions to operations.
* Monthly/annual finalization of accounts and financial reporting; prepared and reviewed monthly management reports including Group Consolidated Financial Statement and analyzed the Company’s periodic performance.
* Presented on a regular basis company’s monthly performance to senior management highlighting key issues and recommendations thereon.

# IBN Khaldoom Drugstore

**ACCOUNTS MANAGER**

2008-2013 / Dubai, UAE

# Al Abbas Group

**ACCOUNTANT**

2001-2007/ Dubai, UAE.

# International Trading & Contracting LLC

**ACCOUNTANT**

1997-2001/ Dubai, UAE

* Accounts payable; accounts receivable; bank dealings.
* Establishment of credit terms with suppliers and customers.
* Planning and control of credit collection.
* Establishing of letters of credit.
* Import/export documentation
* Auditing of all expenses vouchers, suppliers invoices.
* Preparation and disbursing wages for a large staff.
* Costing of all imported materials and pricing for the sale department.
* Preparation of monthly trial balance, profit-loss account and balance sheet.

**Electrical Lighting Company LLC ACCOUNTANT CUM WAREHOUSE IN-CHARGE** 1989-1997 / Dubai, UAE

* Management of stores.
* Establishing and maintaining all inventory levels.
* Estimating and expediting orders for suppliers and merchandisers.
* Scheduling and delivery
* Coding of products for easy tracking.
* Maintaining proper documentation for all inward/outward materials, stock cards etc.

# Galadari Automobiles LLC

**ACCOUNTS CLERK**

1982-1985 / Dubai, UAE

## PROFESSIONAL TRAINING AND EXPERIENCE

* Responsibility of accounts payable, accounts receivables and record keeping.
* Scheduling, records management, bank deposits, month/year end reports.
* Establishing credit terms with suppliers and customers.
* Planning and control credit collection.
* Establishing of letters of credit, import/export documentation.
* Auditing of all expense vouchers, suppliers invoices etc.
* Preparation & disbursing wages for a large staff.
* Costing of all imported materials and pricing for the sales department.
* Familiar with hotel accounts, clearing and forwarding accounts, contracting accounts.
* Preparation of monthly trail balance, profit/loss account and balance sheet.
* Warehouse Management.
* Sales; capable of working under tremendous work pressure and meet challenges with ease and efficiency.
* Ability to maintain cooperative working relationship with management, supervisors and co-workers.
* Ability to maintain good relation with customers and suppliers.
* MS office and several accounting software; quick learner.

## PERSONAL INFORMATION

* Nationality : Indian
* Visa status : Residence Visa
* Driving License : Yes
* Languages : English, Hindi & Malayalam