**CURRICULUM VITAE**



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**OBJECTIVES**

To work in a challenging and dynamic environment, where I can utilize my knowledge, experience and practical skills, and hi-tech environment of firm which will help me to explore myself fully and give exposure to my potential for fulfilling my responsibilities.

**PROFESSIONAL PROFILE**

* Professional experience in Accounts management, inventory management, payroll management, MIS reporting, cash management and document digitalization.
* Detail oriented, efficient & organized professional with an experience in accounting system.
* Process Strong analytical & problem solving skills with an ability to make thought out decisions.
* Dealing effectively with multicultural environment and comfortable interacting with people at all levels.
* Have the ability to quickly identify problems as well as provide appropriate solutions.
* Excellent team player, proactive, self-motivated and work under pressure.
* Proficiency in computers, particularly SAP, Tally ERP 9, MS Office 2013(Word/Excel/Power-point).

**ACADEMIC CREDENTIALS**

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| --- | --- | --- | --- | --- |
|  | **Qualification** | **College** | **Year** |  |
|  | Bachelor in Commerce | Mumbai University | 2010 |  |
|  |  |  |  |  |
|  | H.S.C | Maharashtra Board | 2007 |  |
|  |  |  |  |  |
|  | S.S.C | Maharashtra Board | 2005 |  |
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**PROFESSIONAL EXPERIENCE**

**(Saudi Arabia)** JAN 2015 - MARCH 2019 (4 YEARS)

**Designation:** ACCOUNTANT.

Functional Role

* Processing of Invoice in MIRO.
* Processing all accounting vouchers.
* Reconciliation of previous day’s sales posting & verification of financial report v/s pos report.
* Maintaining Bank reconciliation.
* Accounting of credit sales entries in SAP on a daily basis.
* Submit of monthly outstanding statement to credit customers.
* Invoice verification and posting of goods received.
* Credit notes verification & Processing.
* Monitoring and clearing of consignment invoice.
* Entering of cost reduction credits obtained from local vendors by local merchandising.
* Physical verification of fixed assets as and when instructed by ho.
* Tagging of assets as and when new assets are acquired and tags are forwarded by Ho.
* Documentation of assets movements.
* Monthly physical inventory of assets.
* Petty cash expenses-preparation of vouchers & verification of supporting documents &

submission of same to head office for reimbursement.

* Store to store transfer (SMST) verification.
* Store inters dept. transfer (SIDT) Verification.
* Cash purchase verification.
* Warehouse deliveries verification after goods received confirmation Gr creation.
* Ensuring cut-off procedure is followed before physical dept. inventory, checking if all the receiving/transfers have been done properly and nothing is there in transit.
* Time sheets verification. Preparing summary and forwarding it to HO for Payroll.
* Coordinating with HO accounts to finalize payroll.
* Coordinating with employee regarding bank accounts.
* Handing queries from employee after payroll.
* Monitoring and reporting of daily cash collection deposit,
* Verification of distress items.
* Providing reports as and when asked for.
* Any other duties that may be assigned.

**(Mumbai, India)** FEB 2014 - JAN 2015 (1 YEAR)

**Designation:** COMMERCIAL INCHANGER (ACCOUNTS)

Functional Role

* Bank Reconciliation.
* Maintaining Petty Cash & Preparing Monthly Petty Cash Statement.
* Updating Creditors & Debtors List.
* Releasing Payment of Vendors & Suppliers as per the Credit period given to us.
* Preparation of sale order and coordinating with production department
* Coordinating with customer to close the sales account.
* Releasing Payment of Vendors & Suppliers as per the Credit period given to us.
* Daily Correspondence Letters.
* Assisting in office administrative work.
* Maintain record of all documents created.

**(VIKROLI - INDIA)** FEB 2011 - JAN 2014 (3 YEARS)

**Designation:** Accountant.

Functional Role

* Handing Petty cash and check it’s posted in proper G/L code in SAP.
* Responsible for all queries related to Audit for the Commercial Part.
* Handling all the process in SAP regarding payment.
* Also co-ordinate with warehouse for the inward & outward process of the material with the help of SAP.
* Also have the knowledge of the process of inward & outward. Stock related transactions in SAP.
* Maintaining Inventory accounting & checking material with Transporter Document.
* Physical Verification of goods with respect to Invoice/Delivery Note.
* Locate the material in respective location as per staking norms.
* Active Involvement of weekly/perpetual inventory of stock.
* Preparation of Daily Dispatch & Receipt Report.
* Monthly Physical Verification of stocks as per Stock Statement.
* Keep Tracking of Return Material in Warehouse.
* Maintaining ‘Inwards’ & ‘Outwards’ Statement
* Execution of DN (Dispatch Notes) received from customer.
* Ensuring proper packing of material as per fragile material norms.
* Co-ordinate with customer.
* Physical stocktaking and reconciliation of the same with System Stock.
* Verification in system after GRN that it is done completely or not. (cross checking )
* Daily preparation of MIS Report in Excel Sheet
* Maintaining of register for both Inward & Outward Vehicle Reporting to warehouse.
* Arrange the place for the Finish Goods in Warehouse
* Arrangement of transport for dispatch.
* Co-ordination with customer as well as Transporter for the delivery At the right place & at the right time

**(THANE- INDIA)** APRIL 2010 - FEB 2011 (1 YEAR)

**Designation:** Accountant (Trainee)

Functional Role

* Responsible for Daily sales cash and Daily Deposit in bank.
* Maintaining day to day accounts.
* Responsible for managing all the credit card and cash transactions in department store environment.
* Daily closed store properly and secured building.
* Responsible for balanced cash draw at close of shift.
* Responsible of collecting payment from the vendors.
* Analyzing, and reducing the cost for Store (i.e. Consumption of Electricity,
* Manpower, Transport Cost etc.)

**EXPOSURE TO COMPUTER**

* Proficient in the use of: MS-Office (Word, Excel, PowerPoint)
* Having good knowledge of computers-: SAP, Tally ERP 9 and POS.

**EXTRA ACTIVITIES**

* Participated chess and cricket tournaments in school.
* Have won 1st prize in Intercollegiate Cricket Competitions.
* Have won chess at school level.

**PERSONAL DETAILS**

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| Date of Birth | : | 06th April 1987. |
| Sex | : | Male |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Religion | : | Hindu |
| Languages Known | : | English, Hindi, Telugu, Marathi and Arabic. |
| Visa Details | : | Visit visa. |
| Availability of join | : | Immediately. |