# Klevin\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Financial Accountant.

**E-mail:** klevin-395060@2freemail.com 

Experienced professional with core competencies in the fields of financial accounting, operations, accounts handling, documentation, preparing statements and client service. Demonstrated skills in improving accounting systems resulting to timely & cost effective acquisition of credit. Capable of performing under work pressure and handling multiple tasks with minimal supervision. Recognized for being a good team player with excellent skills in improving accuracy, efficiency, high level of customer/employer satisfaction through timely work and reducing cost. Possess a strong focus on building and maintaining close ties with Suppliers, Vendors, Employer & Customers. Also committed to perform professionally and effectively.

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| **STRENGTHS:** |
| * Qualified and Well trained Accounting Professional
 | * Adherence to Standards & Relevant Rules
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| * Knowledge of Financial Accounting
 | * Credit Controlling & Financial Planning Skills
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| * Experience in Accounting System Handling
 | * Proficiency in Accounting Software Applications
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| * Skilled in Reports Preparation & Presentation
 | * Holding Good Planning & Organizing Skills
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**ACADEMIC CREDENTIALS:**

 **Master of Business Administration,** Dr. C V Raman University,Bilaspur, Chhattisgarh, India.

 **Bachelor of Commerce,** Manglore University, Karnataka, India.

 **Post Graduate Diploma in Computer Application,** Indian’s Institute of Computer Education, Udupi, Karnataka, India.

 **Diploma in Accounting**, Ameya Computer Education, Udupi, Karnataka, India.

**ACHIEVEMENTS IN NUMBERS:**

* Proved Cost saving process upon accounts payable and proved revenue earning process upon accounts receivables, salary accounts & other expenses accounts.
* Earned customer and management appreciation after successfully handled and rejuvenated a major staggering account and became top most performing accounts in a company.

**EXPERIENCE SNAPSHOT:**

**Key Accounts Officer: Jun-2019-Oct-2019.**

Banglore, Karnataka, India. A Global Iconic brand of Cars, auto mobiles and auto mobile spare parts.

 **Chief Accountant: Jun-2018-May-2019.**

Dubai, UAE. A Construction Contracting Partner for Azizi Devolapments LLC.

 **Chief Accountant: Sep 2017-May-2018.**

Manipal, Karnataka, India. A Technological Outsourcing Partner for UK & USA based Technological companies.

**Financial Accountant: June 2015-Aug2017.**

Ras Al Khor, Dubai, United Arab Emirates. A Abdul Jalil Mehdi Mohmed Al Asmawi Group of Companies & Establishment.

 **Financial Accountant: Mar 2013-Nov2014.**

Dubai, United Arab Emirates. *A* Leading distributors and trader of FMCG items originated from India and other countries.

 **Accounts Assistant (Accounts Payable & Accounts Receivable): Oct 2012-Feb 2013.**

Dubai, United Arab Emirates. *A*Leading distributors and trader of FMCG items originated from India and other countries.

**Financial Accountant: Feb 2010-Sep 2012.**

**Devanahalli**l, Banglore, Karnataka, India. *A Global leader in Investment Banking, Treasury service, Investor Service and Commercial Banking.*

**PROVEN JOB ROLE:**

**Financial Accountant**

* Prepares monthly statements by collecting data; analyzing and investigating variances; summarizing data, information, and trends.
* Prepares state quarterly and annual statements by assembling data.
* Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
* Provides financial advice by studying operational issues; applying financial principles and practices; developing recommendations.
* Prepares special reports by studying variances; preparing budgets; developing forecasts.
* Updates job knowledge by keeping current with financial regulations and accepted practices; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Accomplishes finance and organization mission by completing related results as needed.

**Accounts Assistant (Accounts Payable & Accounts Receivable)**

* Prepares work to be accomplished by gathering and sorting documents and related information.
* Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
* Obtains revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments.
* Collects revenue by reminding delinquent accounts; notifying customers of insufficient payments.
* Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
* Maintains accounting ledgers by posting account transactions.
* Verifies accounts by reconciling statements and transactions.
* Resolves account discrepancies by investigating documentation; issuing stop payments, payments, or adjustments.
* Maintains financial security by following internal accounting controls.
* Secures financial information by completing data base backups.
* Maintains financial historical records by filing accounting documents.
* Contributes to team effort by accomplishing related results as needed.

**IT SKILLS:**

* Proficient in ERP software packages such as MS Dynamics GP, Tally, Peach Tree and Busy.
* MS Office, Sage and E-mail applications.

**AREAS OF EXPERTISE:**

**Financial Accounting:**

* Giving financial advice to departments and management.
* Analyzing financial data.
* Producing yearend financial accounts.
* Liaising with the company's auditors.
* Completing complex bank account reconciliations.
* Responsible for profitability analysis, capital budgets and expenditure tracking.
* Accurate billing of clients.
* Helping company departments to plan, manage and report their budgets forecasts and variances.
* Knowledge of aged debt analysis, fixed asset register & the production Expenses.
* Ability to interpret and communicate financial data to non-financial managers.
* Experience of maintaining computerized accounting software.
* Experience of invoicing, payments, credit control.
* Advising on the financial implications and consequences of business decisions.
* Motivated and driven to achieve through hard work and determination.
* Comfortable when dealing with important external clients and senior colleagues.
* Strong analytical skills.
* Measuring financial risks and then developing and implementing strategies to minimize that risk.

**PERSONAL DETAILS:**

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| Nationality | : | Indian |
| Date of Birth | : | 26th December 1987 |
| Marital Status | : | Single |
| Driving License | : | Indian Light Vehicle |
| Languages | : | English, Hind, Kannada, Tulu, Malayalam |

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**REFERENCE:**

Available upon request.