MILSU

**Accounts Manager.**

# 4 Year UAE Experience

11 Year Indian Experience

**Email ID:** [**milsu-396432@2freemail.com**](mailto:milsu-396432@2freemail.com)

**CAREER OBJECTIVE**

Seeking an employer who is willing to utilize my knowledge, experience as well as academic accomplishments

**SUMMARY**

Highly skilled Financial and Management Accountant with **Totally 15 years of post-qualification experience (4 year in UAE & 11 Year in India)** and excellent knowledge in various fields of Finance, Accounts, MIS, Costing & Financial Management, Internal Audit and Control, Taxation • Have detailed knowledge of accounting cycle and procedures • Significant experience in finalization of accounts, costing techniques and report writing.

**PROFESSIONAL QUALIFICATION**

1. Bachelor degree, The University of Calicut

**CERTIFICATION**

1. FAM, Financial Accounting Management, The Government Certificate No: 01957
2. ACCA Intermediate Reg No: Reg No. 3920145.
3. Word Processing, Central Government Certificate: 01750.
4. Vocational Certificate.
5. MS Office & Accounting Package, Visual Basic & SQL.

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| **EXPERIENC** | | **E** | | | | | |
| Sr No | Job Title | | Name of the Company | | Period | Work Year | Exp |
| **1** | **Accounts Finance Manager -UAE** | | **Mobile Accessories- Import/Export in Dubai** | | **From July 2018 to Still** | **2019-2020** | **Still** |
| **2** | **Accounts & VAT**  **Consultant - UAE** | | **Account & VAT Auditing Consultancy**  **-Umm Al Quwain /Dubai** | | **From October 2016 to**  **June 2018** | **2016-2018** | **2 Y** |
| 3 | Manager of Accounts Finance & Operation | | Footwear Maunufacturing in India | | From December 2010  to September 2016 | 2010- 2016 | 6 Y |
| 4 | Senior Accountant /Audit  Assistant | | Group of Companies  No 1 Manufacturing Company | | From August 2006 to  November 2010 | 2006-2010 | 4.4 Y |
| 5 | Accounts /Audit Trainee (Training Period) | | Chartered Accountant Firm | | From January 2004 to July 2006 | 2004 -2006 | 2.7 Y |
| **CORE SKILLS & TECHNICAL EXPERTISE** | | | |  | | | |

**Financial Statement, Audit Reviews, Monitoring cash flow, Finalization Works, Problem Solving Skill Excellent Analytical Skills, Inventory Management, Banking Operation, MIS Reports, VAT Return Filing, Cost analysis, Good Team Management, MS Office, Leadership & Interpersonal skills, Communication Skills, GAAP Knowledge. Problem solved skilling** & **Accuracy,**

**ACHIEVEMENTS**

* + Delivered a complete redesign and restructure of one of the units (Footwear Manufacturing) of the company to improve productivity and smooth function,
  + Created new system module for updating production details and proper cost allocation
  + Reduced 15% of cost of production and 80% of paperwork

# Responsibilities & Areas of Expertise

## Accounts & Finance

* Review, preparation and compilation of financial statements in accordance with the Accounting Standards
* Performance monitoring of account executives and account teams.
* Coordinating Branches and Other Sister Companies Finance & Accounts
* Manage the Accounts receivable and the Accounts payable functions and other general accounting functions record keeping, documentation and pay roll preparation
* Oversee preparation and completion of Financial Statements periodically
* Budgeting, forecasting and variance analysis to locate significant variations and preparation of projected cash flow for financial planning
* Analyze and reconcile expenditure and revenue statements and Identify areas of cost saving and revenue leakage and bring to the attention of management
* Co-ordinate with internal and external auditors for their smooth function
* Fixed asset verification & tagging of Assets for preparation of Fixed Asset Register
* Resolve accounting discrepancies and irregularities
* Working capital and cash flow management
* Verification of Bank Reconciliation Statements periodically

## Taxation

* Preparation and Finalization of VAT Reports on monthly or quarterly basis
* VAT computation, Reconciliation, payment & return filing
* Attending the VAT Audit queries and getting the Statements audited
* Functioning as the head of the team for preparing the tax returns and books of accounts

## MIS & Reporting

* Generate and maintain MIS Reports on periodical basis for decision making and financial reporting
* Ratio Analysis, Financial and Operational Analysis
* Usage of Advanced tools of MS Excel, MS word, MS power point

## Internal Audit, Control & Compliance

* Responsible for executing scheduled internal audits in various departments & its functions
* Review reliability of financial information, effectiveness of internal controls and compliance with legal & regulatory requirements
* Identify potential areas of cost saving, recovery and other improvements in service
* Performing risk and internal control evaluation
* Finalization of Accounts & Preparation of Financial Statements for client companies
* Efficiency audit and evaluation

## Costing & Financial Management

* Computation of cost of product, fixation of selling price, preparation of cost statements
* Assist top level management to develop and implement policies which enable cost control and cost reduction
* Computation of breakeven point, margin of safety using marginal costing techniques which enable better decision making

**ADMINISTRATIVE SKILLS**

* Excellent administrative & interpersonal skills; managed all office co-curricular activities
* Able to prioritize individual workloads for meeting strict deadlines

**IT & COMPUTER SKILLS**

* Proficient in MS Excel, Word and PowerPoint
* Operating knowledge of Tally ERP, SAP, CRUX

**PERSONAL DETAILS**

Nationality & Religion : Indian & Islam

Date of Birth : 06th July,1984

Marital Status : Married

Languages known : Fluent in English, Malayalam, Hindi moderate in Tamil

Passport Expiry : 04th February, 2028

Driving License : International Driving Permit

Availability : Immediate

Reference : Available on request