DILIP.D

**Summary:**

Qualified MBA (Masters in Business Administration) graduate specialized in the area of Finance with 9 years of experience. Proven skills in the area of finance like Auditing and Accounting. Worked in various phases of Civil, Electrical and Construction related projects which include project bidding, time cost estimation and proposal submission to higher management. Worked as a part of HO audit team in one among the leading financial service provider’s based out of India with excellent track record.

**Work Experience:**

**Company:** Dubai courier based compnay

**Designation:** Senior Accountant

**Period:** June 2018 - Present

Team based out in Dubai as its Head Office and branches in Abu Dhabi also. Company deals with Domestic, International deliveries to meet the customers satisfaction and also dealing with customs clearance for import shipment.

# Roles & Responsibilities:

* Perform bookkeeping and posting of all accounting transactions.
* Maintain filing system of accounting transactions
* Preparing monthly charts for accounts receivable, accounts payable, salary and other accounting reports report to General Manager
* Follow up for the payment, interacting with customers, sorting the query
* Handling the COD (Cash on Delivery)
* Handling cash collection from the customers and depositing to the banks on weekly basis
* Monthly Invoicing to the customers

# Software tools used:

* Smart Pro Courier (Customized Courier Software)
* Tally 9 ERP

**Company:** Tabrah Flowers & Gifts Trading LLC

**Designation:** Accountant reporting to Managing Director

**Period:** September 2012 – May 2018

Tabrah Flowers & Gifts Trading LLC is a horticulture company based out in Dubai is one of the pioneers in Indoor & Outdoor plants, Natural flowers, Landscaping, Plant Maintenance and Artificial plant products.

# Roles & Responsibilities:

* Perform bookkeeping and posting of all accounting transactions.
* Maintain filing system of accounting transactions
* Prepare report on accounts receivable, accounts payable, salary and other accounting reports
* Direct all financial accounting activities including timely preparation and submission of financial reports and coordinate with external auditors.
* Reporting the month end report to Top Management
* Managing accounts related transactions of clients, suppliers and creditors; invoicing, ageing receivables preparation, constant follow up and coordination.
* Prepared correspondence and letters to banks, clients, suppliers
* Handling petty-cash
* Responsible in material requisitions and purchase orders.
* Finalizing financial statements for audit purpose with supporting schedules.
* Handling Payroll along with maintaining personnel file of staff and settlement of leave salary, air ticket and end of service benefit.
* Handling the duties of General Administration

**Company**: Mubarak Abdulla Al Suwaiket Sons Contracting Co, Al khobar, KSA

**Designation**: Accountant, reporting to Finance Manager

**Period:** March 2010 to March 2012

To upgrade the knowledge in the field of finance in an international scenario, latest was working as **Accountant** in one of the leading company in Kingdom of Saudi Arabia. **Suwaiket** is having different portfolios like Manpower, Travels & Hospitality, Floor Lamination, Trading & Contracting etc.

# Roles & Responsibilities:

* Responsible for the preparation, co-ordination and review of financial accounting analysis and journal entries to properly recognize actual result for material component of site operations.
* Preparation of pay roll, petty cash handling, P/L & balance sheet submitted to top management.
* Reporting the month end report to Top Management.
* Bank Reconciliation statement preparation.
* Preparation for the annual audit procedures.
* Prepare and maintenance of inventory control procedure to allocate resources.
* Taken part as lead accountant for the project closing procedure.
* Review in daily basis of the overall performance of the division.

# Software tools used:

* Acromax (Accounting Software)
* Tally 7.2
* MS Office

**Company**: Muthoot Finance Ltd. Karnataka Region, India

**Designation**: Audit Executive – Accounts

**Period:** February 2009 to March 2010

Muthoot Finance Ltd. is a leading Non Banking Finance Company (NBFC) in India with more than 3000 branches. Worked as **Audit Executive - Accounts** performing various tasks at the base location and various deputed locations all over South India (Total Branches – 290).

# Roles & Responsibilities:

* Monitoring the branch performance.
* Checking and evaluating the revenue and cost incurred at the branches.
* Reporting to the Audit Department Managers.
* Inventory accounts monitoring and vouchering.
* Ledger creation and maintenance.
* Preparation of Bank Reconciliation Statement (BRS).
* Identifying problems, creating choices and providing alternative course of actions.
* Checking and evaluating all cost and other related expenses.

# Software tools used:

* Muthootsoft (Banking software designed for Muthoot operations)

# Educational Qualification:

* ***Masters in Business Administration (MBA - Finance) in 2006-08 year*** *from Pampady.*
* ***Bachelor of Business Management (BBM) in 2003-06 year* Coimbatore**

# Academic Projects:

* + **ACC Cement Works, Coimbatore**: Completed academic major project on **Study on Performance Analysis of ACC Limited, Coimbatore** for duration of 45 Days.

# Instrumentation Ltd, Palakkad: Completed project on Study on the Effectiveness of Training for Employees Development offered at Instrumentation Ltd.

* + **Hykon Industries, Thrissur**: Participated in one week organization study at Hykon Industries intended to get a clear demonstration of organizational structure.

# Industrial Visits:

To understand the operations and the production study at the following companies;

# Instrumentation Limited, Kanjikode, Palakkad.

1. **Paragon Steels Private Limited, Palakkad.**

# Malabar Cements Limited, Walayar, Palakkad.

1. **Milma, Kallepully, Palakkad.**

# Personal Skills:

* Excellent verbal and written communication skills.
* Excellent inter-personal skills and good team spirit.
* Willingness to learn, team facilitator.
* Ability to adapt with new working environment.

# Personal Details:

**Date of Birth:** 3rd April 1985

**Marital Status:** Married.

**Languages Known:** English, Hindi, Malayalam and Tamil.

**Hobbies:** Reading, Visiting tourist spots.

**References:** Will be provided upon request.

**Contact Details:**

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Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

YouTube Video CV

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

View My CV on Gulfjobseeker.com CV Database

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

Chat with me Live on Zoom

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>