



## TRILOK

### Chief Accountant / Senior Accountant

#### Reference

Anup Bhatia P  
HR Consultant

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Trilok-406054@arabianjobseeker.com

#### Skills

Performance reviews

Financial analysis

Written and interpersonal  
communication

Budget forecasting Staff

Management Cash handling  
expertise Human resources

knowledge Financial analysis  
and reporting Revenue  
Generation

Process implementation

Reporting familiarity Familiar  
with account coding Data  
Analysis

Relationship building and  
management

Financial accounting and audit

Financial Credit Control

Analysis – Pricing/Cost  
Benefits/Expenses

Financial statement review

Account updates

Database administration

General ledger accounting

Expense tracking

**UAE Experienced Accounts & Finance professional with 24 years of career record handling complete accounts department and worked in various business sectors, such as Trading, Construction, Manufacturing, Entertainment, Manufacturing and services. VAT & Corporate Tax Compliance – Managing Team – Worked with various IT Systems.**

#### Work History

2015-02 –  
Current

#### Senior Accountant

##### Leading Building Contracting LLC, Dubai

Handling the preparation of financial statements and ensuring compliance with accounting principles and regulations. Managed and supervised the annual audit process, serving as the primary liaison for external auditors. Reviewed the accuracy, and ensured timely preparation of financial statements, including balance sheets, income statements, and cash flow statements.

Handled month-end and year-end end finances by managing and reporting fixed assets and other data. Leading the processes to ensure accurate and timely completion of all required adjustments, accruals, and reconciliations. Recommended strategies to expedite filing projects and annual reporting.

Through Project/job cost Analyze financial data and provide insights to support key business decisions. Reviewed documents and accounts for discrepancies and resolved variances.

Developed a checklist to facilitate the efficient and effective completion of all month-end tasks and reporting by the accounts team.

Managed VAT updates, VAT Return submissions through the FTA portal, conducted monthly and yearly reconciliations and participated in VAT audit.

Monitored progress and changes, provided regular updates to the senior leadership team regarding the organization's financial status, participated in the preparation of financial statements and reports, and conducted reviews of financial statements with management personnel.

Coordinate with cross-functional teams to drive operational improvements and cost efficiencies. Updated general ledger with latest entries & closing entries.

Conducted price analysis in collaboration with the estimation team prior to project initiation, performed cost-benefit analysis to optimize benefits at reduced costs, and analyzed expenses for cost control or deferred expenditures until necessary.

Handled cash flow management, including collections, LC payments, statutory payments, PDCs, CDCs, and managed banking exposure such as facility management and fund management (overdrafts, TRs, LCs, guarantees, Assignments).

Prepared monthly journal entries and reconciliations, financial performance of our various Jobs is maintained for future references, prepared monthly reconciliation of bank accounts and took corrective actions on deviations.

Managed year-end audits, processing them from initial stages to report finalization, provided support to internal and external auditors, and promptly resolved queries in a professional manner.

Managed regular finance tracking for numerous branch offices and headquarters expenses, expedited payroll and invoicing by streamlining billing systems.

Monitored all receivables to align with company cash flow requirements, managed fixed assets and inventories in accordance with company guidelines, and addressed supplier reconciliation and payment queries. Maintained responsive organization with sustained revenue growth through industry forecast monitoring and deliberate financial planning.

Handled insurance exposure, including Workmen Compensation, CAR, TPL, Staff Medical Insurance, and other related policies.

Identified areas for process improvement and executed changes to improve efficiency and accuracy. Managed internal controls and addressed day-to-day accounts-related queries, as well as supplier payment inquiries.

Create organizational structures to improve accounting and finance function. Assisted in upgrading and conversion of in-house financial system

Value Added Tax law understanding  
Recordkeeping  
Accounting principles  
Cost savings options  
Cash Flow analysis  
Profits and losses tracking  
Risk mitigation strategies  
Annual reports  
Calculating liabilities  
Bookkeeping  
Forecasting  
Debt management  
Account reconciliation processes  
Budget Analysis  
Schedule Management  
Account Reconciliation  
Project Close Outs  
Project Setup Sheets  
Project Performance  
Forecasting Job Cost Tracking  
Coaching and training  
Project Accounts

## Accounting Software

JD Edwards  
Buildsmart ERP Solutions  
Microsoft Dynamics  
Quickbooks  
FACT -ERP  
TALLY ERP  
SAGE X3 / XERO / Zoho / Fin  
Adler - ERP  
Cheops Ver. 1 & 3  
Focus / Peachtree  
InBuild Accounting Software

## MS Office

Outlook – Emails/TO DO list/Task  
Excel  
Words  
Power Point

## Languages

English  
Hindi  
Marathi  
Kannada

2011-09 -  
2015-01

## Chief Accountant

Electro-Mechanical Contracting Co. LLC,  
Dubai Link Middle East LLC, Dubai

Handled MIS reports, finalized reports, and implemented cost control and reduction measures for labor camp, factory maintenance, and vehicle maintenance. Handled month-end and year-end end finances by managing and reporting fixed assets and other data.

Secured government approvals, including Civil Defense for factories and labor camps, and managed labor camps, the transport division & Logistics.

Handled cash flow management, including PDCs, CDCs, and banking exposure related to facility management, as well as fund management encompassing overdrafts, TRs, LCs, and guarantees.

Reviewed budgets and communicated discrepancies to senior management. Managed annual audits, including processing, handling queries and approvals, and finalizing reports, Analyzed financial audit information and made recommendations to improve efficiencies. as well as overseeing insurance exposure encompassing Workmen Compensation, CAR, TPL, Staff Medical Insurance, and other policies.

Engaged with customers to facilitate the collection of outstanding payments and conducted account reconciliation.  
Developed and implemented effective accounting systems Assisted team members in transitioning to new system through extensive training and one-on-one support.  
Offered advice and direction to help clients better understand financial goals.

2008-05 -  
2011-03

## Project Accountant

Contracting Qatar WLL, Qatar

Managed MIS reports, finalized financial statements, and oversaw the monthly, quarterly, and yearly closing of books of accounts, as well as handled cash flow management involving PDCs and CDCs. Provided timely actuals, forecast and budget data for IT and corporate management.

Managed banking exposure, which included facility management and fund management (overdrafts, TRs, LCs, guarantees), as well as overseeing the annual audit process, including queries, approvals, and report finalization.

Handled insurance exposure, including policies such as Workmen Compensation, CAR, TPL, Staff Medical Insurance, and others.

Approved project write-offs for items not available for billing to or collection from customers.

Eliminated discrepancies by carefully reviewing budgets to prevent overspending and adhere to financial objectives.

Drafted, analyzed and submitted numbers in reports for auditors quickly and efficiently.

Authorized and reviewed funds transfers into and out of project accounts. Reviewed and approved timesheets for project employees.

2003-10 -  
2007-07

## Project Accountant

Six Construct Ltd., Dubai

Managed all banking transactions and conducted monthly, quarterly, and yearly closing of bank books, including bank reconciliation and bal.recon.

Coordinated with both local and foreign banks for LCs, guarantees, TRs, and managed bank charges. Additionally, oversaw the payment process for suppliers and subcontractors, ensuring timely payments and reconciliation .

Reviewed project employee credentials and approved or rejected account access as appropriate.

Worked with bank finance and completion guarantors to achieve funding. Eliminated discrepancies by carefully reviewing budgets to prevent overspending and adhere to financial objectives.

Authorized and reviewed funds transfers into and out of project accounts. Reviewed and approved timesheets for project employees.

Drafted and submitted tax returns and government reports in proper format Collected and reported monthly expense variances and explanations.

Partnered with auditors to track errors and add to maintain accuracy.

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## Personal Details

Nationality: Indian  
DOB: 28/04/1975  
Marital Status: Indian  
Driving License: UAE and Qatar  
Visa Status: Employment Visa

Contract Finished  
Current Employer has delayed salary issue.

2001-02 -  
2003-09

Maintained integrity of general ledger and chart of accounts.  
Collaborated with accounting manager to comply with governing bodies and limit regulatory risks.

### Sr. Executive–Accounts

Pan India Paryatan Ltd, Essel World & Water Kingdom, Mumbai

Managed MIS reports and finalization. Oversaw all banking transactions and operated 9 food kiosks within the park.

Managed tax returns and represented the organization in tax hearings with government officials, providing regular reports to them. Processed wages for all park employees and facilitated the opening of bank accounts for monthly transfers. Handled month-end and year-end end finances by managing and reporting fixed assets and other data. Detailed Work provided if require

1997-05 -  
2001-01

### Sr. Accountant

Crossword, India Book House Ltd, Mumbai

Responsible for preparing monthly financial statements and associated schedules, while also conducting monthly analyses of revenues, commissions, and expenses to ensure accurate recording.

Detailed Work profile provided if require

1996-06 -  
1998-04

### Accountant

Guybro Chemicals, Mumbai

Responsible for preparing financial statements and supporting schedules as per monthly close

Analyzed revenues, commissions and expenses to ensure they are recorded on a monthly basis. Detailed Work profile provided if require..

1993-05 -  
1996-05

### Accounts Assistant

M/s. Arasa, Arala & Co., (Chartered Accountant) - [Consultancy Firm]

Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.

Detailed Work profile provided if require.

## Education Qualification

Pursuing for the Certificate of Management Accountant [CMA]

Master of business administration [MBA] with specialization in Financial Management & International Marketing Management from Symbiosis Institute of Management Studies - SIMS, in the year 2005

Diploma in Financial Management with specialization in Financial Management from Welinkar Inst.of Management in the year 1998

Bachelor of Commerce with specialization in Accounts from University of Bombay / College - St. Xavier's College in the year 1997

## Software Skills

Proficient in employing Business software applications such as Microsoft Word, Excel, Power Point /BI

Experience in operating In-house software, Tally, Fact and expertise in Internet working. Well versed with operating systems such as DOS/Windows/NT

Accounting Packages – ERP Solutions- BUILDSMART, SAGE X3, ADLER, CHEOPS Ver.1 & 3 Dos base & Windows base, JD Edwards/SAP Tally, Fact, In house Oracle base Software, Peachtree, Focus and many other.

Quick Learner & easily understand any new packages as worked in different portals.

Project done in FOXPRO 2.6 - on Library Management, Course done for the Oracle SQL & D2K.