**10 YEARS ACCOUNTING EXPERIENCE IN U A E, OMAN & 6 YEARS IN INDIA**

***ARUN.48261@2freemail.com***

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|  ***ARUN***  |  |

***A multi-faceted professional having creative intellect / insight & sharp planning skills to meet organizational objectives; seeking assignments in Finance & Accounts with a leading organization of repute***

**PROFILE SUMMARY**

* **Result oriented qualified Accounting & Computer Experience more than 10 years in Oman, U.A.E. & 6 years in India with in fields of Trading, Exports and Imports, Automotive, Insurance, Aviation & Construction Divisions:**

**-Accounting Functions -Receivables/ Payables Management -Budgeting & Forecasting**

**-MIS & Reporting -Store Controlling -Cash Management**

**-Working Administration -Costing & Inventory -Liaison & Coordination**

**-Payroll Accounting -Branch Budget -Branch Analysis**

* Gained experience in entire accounting & finance functions including maintenance & finalization of accounts, working capital management, profit monitoring and internal financial controls
* Skilled in financial reporting, cost flow analysis, fund management and management reporting
* Proficient in formulating budgets, implementing systems/procedures, preparing key reports to exercise financial control and enhancing overall efficiency of the organization
* An effective communicator with excellent analytical and leadership skills

**CORE COMPETENCIES**

**Accounts & Finance**

* Preparing the cash & fund flow statement, balance sheet, audit & other financial reports to keep a track of business performance
* Maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms

**Auditing & Taxation**

* Developing plans & ensuring their timely assessment and filing direct & indirect returns & service tax in compliance with statutory acts
* Handling company’s internal audit including setting-up of systems and monitoring the implementation of same

**Budgeting & MIS**

* Formulating annual budgets and conducting variance analysis to determine difference between projected & actual results
* Supervising the preparation of MIS reports for forwarding the feedback to top management on financial performance, viz. monthly profitability and age-wise analysis of debtors

**Costing & Variance Analysis**

* Analysing & Preparation Loss/Low Margin Job report for the profitable point to the organization.

**Accounts Receivable / Payable**

* Handling reconciliation of accounts receivables and trial balances with the general ledger control account
* Checking accounts payable to ensure that accurate claims are filed with vendors and receivables are collected on time

**ORGANISATIONAL EXPERIENCE**

**May ’15 to Oct ‘15 Petron Gulf L.L.C., Oman- Senior Accountant**

**Jan ’12 to Mar ’15 S. B. I. Life Insurance Co. Ltd., Mavelikara, India - Manager**

**Dec ’08 to Nov ‘11 International Diesel Services, Dubai. U.A.E. – Senior Accountant**

**Apr ’06 to May ’08 Al Hashar Group of Companies, Oman - Branch Accountant**

**Apr ’03 to Mar ’06 Kehlan Trading & Cont. Co. L.L.C. Oman - Senior Accountant**

**Jan ’99 to Feb ’01 Garuda Aviation Pvt., Ltd., Mumbai- Computer Operator Cum Accounts Assistant**

 **Aug ’96 to Dec ‘98 Sun Computer Services – EDP Executive cum Accounts Assistant**

**Key Result Areas:**

* Accountable for preparation of the following:
* MIS report and carrying out variance analysis on a monthly basis
* Budget in every quarter for subsequent quarter
* Monthly performance report of the company and forwarding the same to management
* Project report for availing term loans from bank & financial institutions
* Analyzing the GL and developing cash & bank reconciliation statements
* Conducting statutory, internal & stock audit

**IT SKILLS**

* Conversant with:
* MS Office and Internet Applications
* Accounting Package Software - Tally 9 ERP, Focus6.3, SAP, Comrade & AS400 ERP.

**EDUCATION**

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| **Qualification** | **Institute/Board** | **Year** |
| PGDCA | National Institute of Computer Technology Kerala | 1994 |
| B. Com | University Of Kerala | 1993 |
| P.D.C. | University Of Kerala | 1990 |
|  SSLC | Board of Education, Kerala | 1986 |

**EXTRAMURAL ENGAGEMENT**

* Actively participated in Cultural & Other Events at school & college level

**PERSONAL DETAILS**

Date of Birth: 20th April 1971

Sex: Male

Nationality: Indian

Hobbies: Playing & Watching Cricket,

Marital Status: Married

 Languages Known: English, Hindi, Malayalam, Arabic and Tamil

 **DECLARATION**

 I, hereby declare that the above information is correct and complete to the best of my knowledge and belief.