

CURRICULUM VITAE

 ***Xavier***

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### OBJECTIVES:-

A Challenging job as a Senior Accountant or any other challenging post in Accounts Department in accordance with my professional experience, qualifications and skills which will assist my career development and contribute effectively to the progress of the organization

**PROFILE:-**

Possess Ten years of Gulf experience and Four years of work experience in India in the field of Accounts & Finance.

**PROFESSIONAL EXPERIANCE:**

**Al Ghandi Automotive Group** – Dubai, U.A.E (GMC, Chevrolet, Iveco & Marine Products)

**Division - Yaseer Car Rental & Saeed Mohammed Al Ghandi & Sons**

Designation: Senior Accountant (From June 2008 to Till Date)

**Indian Ocean Commodities L.L.C** (FMCG)-Dubai, U.A.E

Designation: Senior Accountant (From March 2006 to May 2008)

**Landmark Central Market Co (MNC)** –Al Roi, Kuwait

Designation: Accountant (From June 2003 to April 2005)

**R.S. Arunachalam Clearing Forwarding Agents** – Chennai, India

Designation: Accountant & Import Executive (From Feb 2002 to March 2003)

**On & offshore Hi-Tech Engineers Pvt, Ltd** –Tamilnadu, India

Designation: Accountant (From May 1999 to December 2001)

**SKILLS SUMMARY:**

* Currently working as Senior Accountant and reporting to the Group Accounts General Manager.
* Computerized Accounting up to Finalization and all Finance related jobs efficiently.
* Co-ordinate with Internal and External Auditors.
* Supervise a team of Branch cashiers and branch accountants handling AR function.
* Assisting Accounts Manager in Special Projects.
* Process salary (via WPS), sales commissions, leave benefits and end of service benefits for staff.
* Prepared Daily & Monthly Sales Report, Consumption Report And Stock Report.
* Book accruals, expense allocations and perform general ledger account analysis as part of the month end closing process.
* Responsible for Fixed Assets which includes updating work in process schedules, entering new assets, booking depreciation and completing the fixed asset roll-forward.
* Supervise annual stock count and co-ordinate with store in charge to eliminate any variances
* Preparation of Bank Reconciliation Statement.
* Purchases, Sales and Co-Ordination Warehouse on arrival and dispatch of Goods and collecting Daily Stock Statements.
* Handling efficiently Accounts Receivable & Accounts Payable Management (both Suppliers & Sub-Contractors), and preparation of relevant reports along with their Aging Analysis.
* Study of Customers Credit Control and Payment follow – up with in their Credit periods
* Prepare and analyse monthly account reconciliations and take necessary action on any issues.
* Daily Up-Dating of Customers Accounts, Purchases, Sales, Sales Returns, Closing Stock, Inventory, Etc,
* Prepare fund flow and cash flow statement.
* Handling Inventory & Supply Chain Management. Reviewing Purchase Orders and performing monthly cost accrual entries.
* Preparation of accounts up to Finalization (Trail Balance, Profit & Loss Account and Balance Sheet) Computerized Tally 6.3, ERP (Orion) GPS (Great Plains System) Kerridge (Auto line).
* Well conversant with ERP (Orion, Great Plains System and Kerridge Accounting package).
* Responsibilities of all day-to-day accounts work.
* Knowledge of Import& Export Documentation, Bill of lading, Pre Shipment

Packing credit.

**ACADEMIC QUALIFICATION:**

**B, Com** from Manonmaniom Sundaranar University, India-1997

**M.F.T** (Foreign Trade) from Bharathiyar University, India-1999

**D.C.A** (Computer Application) from Loyola College, India -1993

 **SPECIALIZATION:**

1. **Economics and foreign trade legislation.**
2. **Foreign trade procedures (Export & Import).**

 **3. Logistics management**.

**COMPUTER SKILLS:**

Operating Systems : Dos & Windows 2000

4 Gl Tolls : MS-Office 2000 (Word, Excel)

Accounting Software : **Tally 6.3, Kerridge, Orion, Great Plains**

## PERSONAL DETAILS

Father's Name : M.A. Mani

Date of Birth : 30/07/1975

Sex : Male

Nationality : Indian

Marital Status : Married

Language proficiency : English, Hindi, Tamil & Malayalam