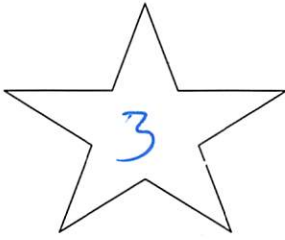
 <p>Gulfjobseeker.com Helping you to search best jobs & talent since 2002!</p> <p>APPLICATION FORM - NEW REGISTRATION</p> <p>NOVEMBER-2014</p>			<p>Profile Score</p> 		
Recent Photograph		Date	13-11-2014		CV No	452886	
Profession / Specialty		Accounts, Finance,					
Industry / Projects		PRINTING, TRADING					
Nationality		INDIAN		Place of Birth / City of Origin		KERALA	
Gender		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status		<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated	
Religion		Christian		Birth date (DD-MON-YEAR)		29-7-1962	
Languages		Mother Tongue MALAYALAM		Other Languages HINDI / English / Tamil / Arabic			
Qualification		B.com (M.com course completed)					
Gulf Experience		18 Years 6 Months		Total Experience 23 Years 6 Months			
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Do you have own car?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Visa Validity Date		D 18 / M 06 / Y 2015		Visa Status <input type="checkbox"/> Visit <input checked="" type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent			
Employment Status		<input type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed					
Last Salary Drawn		Currency AED	Value 5000/-	Last Salary Verified		<input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract	
Expected Salary		Currency AED	Value 7000/-	Salary Increment Letter		<input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement	
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input checked="" type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/> _____							
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes _____							
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____							
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____							
What is the reason for your Job Search? <i>current job is about to stop / company is on liquidation</i>							
How many jobs you have applied so far? <i>4</i>				How many interview calls you have received so far?			
What is your talent? Describe in detail. <i>Strong in collection recovery / arithmetical accuracy all rounded</i>							
PCL Certificate		Gulf Experience	1	High Academic Scores - Mark Sheet	1	Worked 2+ yrs with employer	1
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education		Promoted in Previous Job	
IT Literacy		Arabic Proficiency		On Job Training Certificates		Awards or Appreciation	
				IELTS Proficiency		Experience Verified	
Bonus Score		+ Gulf Score	1	+ Education Score	1	+ Experience Score	1
Based on documents verified by our HR Assistants the candidate has achieved total score points of						= Total Score	3

Email:
Dubai, UAE



OBJECTIVE

Successful accounts professional with over 20 years experience (Dubai, KSA & Mumbai) in various aspects of financial and administration management, computerized accounting, preparation of financial statements, co-ordination with internal and external auditors for finalizing the audited accounts, MIS, interaction with customers, suppliers, financial institutions and labor management with qualities of pro-activeness, commitment & with an urge to excel looking for good opportunities with growing organizations to explore & contribute for mutual benefit.

STRENGTH

Accounts Finalization.

Internal Audit

Internal control according to the rule and regulation prescribed by the management

High enthusiasm and drive and strong ability to work autonomously without losing sight of team objective

Professional experience

A. U. A.E (6 years)

1.

(An offset printing and publishing house)

Designation: Accounts Manager (10-01-2008 to till date)

- Involved in the day to day activities of the Finance Department and reporting to the Director.
- Preparing monthly reports, cash flow funds flow, bank re-conciliation, pay roll, trial balance, trading profit & loss account and Balance sheet to the management.

- Follow up and recovery from Debtor.
- Control and payment to creditors
- Accounts Receivables & Payables management
- Payroll management
- Finalization of Accounts

B. **K.S. A (12 years)**

- 1) Employed as an **ACCOUNTANT in AL- IKHTYAR COMPUTER** (a national computer supplies & supporting Co.) (1997 March – 2003 June)

Processing sales purchase invoices, Journalizing, Preparing Cash book, bank reconciliation, Purchase Ledger, Sales Ledger, Trial balance, Trading profit & loss Account. Balance sheet, General supports to sales and procurements and workshop co-ordination.

- 2) Employed as an **ACCOUNTANT in (EASTERN TRADING & CONTRACTING EST. (1996 Jan.-1997 Feb.)**

Preparing all Books of accounts & Assisting in Secretarial jobs

Reporting to the finance manger relating all financial matters of the division with special emphasis on planning, budgeting and cost & Revenue analysis of projects.

- 3) **ACCOUNTS ASSISTANT: Employed with SAUDICATERING & CONTRACTING CO.**
(A multinational Co. of AA Group) 1990 Nov. – 1995 Oct.

Sales auditing and sales control, cost evaluation, stores reconciliation with sales and production. Ascertaining of sales profitability and reporting to the management

C. **INDIA (7 years)**

- 4) **SENIOR ACCOUNTANT: Employed by M/s HIGHLANDS GARMENTS LTD. MUMBAI (1989 Apr. – Nov. 1990)**

Independently managing the accounts department. Preparation of Books of accounts under computerized system. Preparation of statements of cash flow and funds flow. Managing tax auditing. Finalization of accounts.

5) ACCOUNTS ASSISTANT with M/s ZODIAC POWER CONTROLS PVT. LTD. BOMBAY (1983 Nov. – 1989 March)

Preparation of books of accounts under computerized systems, Bank reconciliation. Stock statements and maintaining of stores under CARDEX System, Scrutiny of Customers Vender ledgers &Self correspondence.

Educational Qualification

- M.Com (Course completed) from Kerala University in the year 1984
- B.Com from Kerala University in the year 1982

Additional Qualification:

Proficiency in Computer operation (Complete knowledge of Windows related software (M.S WORD, EXCEL) & Accounting packages (Tally-ERP 9, Peachtree, Pay roll program)

PERSONAL INFORMATIONS

Date of Birth:	29 July 1962
Gender:	Male
Marital Status:	Married
Nationality:	Indian
Languages Known:	English, Malayalam, Hindi, Tamil, Arabic
Visa Status:	Resident Visa
Passport Details:	Issued
Expected Salary:	Negotiable
Availability:	I can join immediately