**CURRICULAM VITAE**

**CAREER OBJECTIVE**

Looking for a better opportunity where my skill and accounting experience are leveraged for the growth of the organization. I am interested to be part of decision making of the organization to increase the efficiency and profitability and to develop better working environment.

**PROFESSIONAL EXPERIENCE SUMMARY (8 YEARS)**

* **Worked as an SENIOR ACCOUNTANT in MUKUNDAN AND ASSOCIATES, TAX PRACTITIONERS AND AUDITORS, Valanchery, Malappuram, Kerala, India from February 2015 to September 2015.**
* All Accounting works up to finalization.
* **Worked as an SENIOR ACCOUNTANT in AL MANAMA GROUP, AJMAN, U.A.E** -

**September 2011 to January 2015.**

**(Manama Group is a AED.500 million turnover company in retail sector with 18 outlets all across UAE and more than 1200 employees. The Group also has separate division of Industrial Laundry, fully fledged Bakery division and educational institutions.)**

**Positions performed**: Accounts Payables, Accounts Receivables, Intercompany AccountReconciliation, Presenting the monthly Financial Statements to the Management.

* Reporting to Finance Manager.
* Preparing payments to Suppliers and monitoring the fund flow.
* Account Receivables follow up with customers for payments and account reconciliation.
* Managing customer ledger entries and day to day receipts via cheques and bank transfers.
* Daily Bank Deposits follow up.
* Proper follow up on credit card receivables.
* Reconciliations: Supplier Ledgers, Customer Ledgers, Bank Accounts.
* Inter Company Invoicing and follow up for getting payments or credit to the proportionate accounts***.***
* Preparation of daily sales & purchase analysis report on branches and reports to the Finance Manager.

Page - 1 - of 2

* **Worked as an ACCOUNTANT in LATHEEF AND ASSOCIATES, Tax Consultant and Accountants, Valanchery, Kerala, India for the period from 1st January 2007 to 28th February 2011.**

**EDUCATIONAL QUALIFICATIONS**

* Post graduate in Business Administration (**MBA** - Finance) from Periyar University, Salem, Tamilnadu, India.
* University degree in Commerce (**B.com**) from Calicut University, Kerala, India.
* Good knowledge in Navision (ERP), Tally, SAP and Tax Soft.
* Good knowledge in Windows and Microsoft applications of MS Word, MS Excel, MS Access, MS Outlook, Power Point etc.
* Excellent key board speed (English)
* Comfortable with MS Excel in customizing various types of reports according to the requirement.

**COMPUTER KNOWLEDGE**

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|  | Office Tools | : | Ms Office |
|  | Accounting Packages | : | Tally |
|  | ERP | : | NAVISION |

**SKILLS**

* Hardworking & Committed to work and Good Relationship with colleagues.
* Maintain duties & responsibilities and work under pressure.

**PERSONAL DETAILS**

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| Date of Birth | : | 21-05-1983 |
| Sex | : | Male |
| Marital Status | : | Married |
| Nationality | : | Indian |
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| Visa Status | : | Visit Visa |
| Languages Known | : | English, Hindi, Arabic and Malayalam |