***CURRICULUM VITAE***

**ANIL**

[**ANIL.82136@2freemail.com**](mailto:ANIL.82136@2freemail.com)

***Skills Summary***

* **Customer-focused Accounting Professional with over 10 years of experience in Accounts- related job with 5yeras experience in Middle East( in Qatar 3yeras & UAE +2 years). Effective trouble-shooter and researcher with exceptional verbal and written communication skills. Detail-oriented with strong analytical skills and ability to produce quality work under strict deadline.**

***Career Summary***

* **Master of Commerce(M.Com) with specialization** i**n Finance**
* **Bachelor Of Education** **(B.Ed) with specialization in Commerce**
* **Sound working knowledge on ERP environment based on Tally 9 ERP / Peachtree Accounting Package**

**Work History**

* **SEASCAPE INTERNATIONAL GENERAL TRADING LLC DUBAI,UAE**

*(Seascape International General Trading is one of the prominent exporters of o foods and general items to Five Star Resorts and Hotels in Maldives and*

*Seychelles from Dubai and Middle East)*

**Chief Accountant Since – October 2012**

* Ensures Cohesive and efficient workflow and team work among the finance staff in handling timely and accurate financial reports.
* Promotes sound accounting operational objectives in acting out continuous revenue inflow, cost control procedures to decrease overhead costs and maintenance expenses, strategic marketing plans and customer service standards.
* Preparing and reviewing of financial statements, budget, forecast, monthly business performance, revenue collections, bank reconciliation and sales analysis, etc.
* Discusses and reports daily financial status with the general manager to enhance tight monitoring of revenues and expenses thus encouraging management proficiency and company financial security.
* Weekly reports for the follow up for Receivables with clients and do the necessary arrangements to collect the payments on time, preparing payments for the suppliers on time, etc.
* Supervise the accountants on the daily financial transactions, ensuring all general ledger, accounts payable / receivables, accruals, prepayments, current assets, accrued income and correctly booked and Co. policies / procedures are operating effectively.

*Page 1 of 4 Contd...*

* + **Qatar Technology For Aluminium &Steel Co Qatar**

**Senior Accountant 2008-2011**

* Responsible for preparation and interpretation of financial and operational report to support senior management to achieve profit targets and also coordinate and prepare budgets & forecasts.
* Supervising the daily operations of the team, ensuring priorities are covered and deadlines are met
* Assist with the day to day duties of the team
* Be responsible for preparing the monthly aged creditor report, Review the monthly aged debtor report
* Assist in Year End reporting and reconciliations
* Attending to Sundry Debtors and discrepancies, Bill disputes and correspondence
* Preparation of bank reconciliation, Finalizing with necessary closing entries
* Controlling main cash & depositing the same to the bank.
* Physical stock taking & recalculation with system balance.
  + **National Construction Company KERALA,INDIA**

**Chief Accountant 2005 to 2006**

* Managing Accounts/Finance and Administrative function of the Company
* Assisting the financial controller for preparing statutory monthly report and financial reports
* Manage Accounts Receivables and Accounts Payables
* Ensure timely collection of receivables and timely payment to suppliers
* Submit Periodic reports and ad hoc report from time to time as required by the Management
* Liaise with banks for transactions and negotiate and secure favorable financing for the company
* Manage insurance for assets, employees, etc.
* Handle all administrative & Human Resources functions like payroll, gratuity, leave, visa renewals in co-ordination with P.R.O
* Managing Statement Reconciliation pertaining to Accounts Receivables as well as Accounts Payables & Banks
* Scheduling subcontractors payment according to completion of job

* **Family Super Market Pvt Ltd.** **KERALA,INDIA**

**Accountant 2004 to 2005**

* Reporting to the General Manager
* Control and supervise all the activities of accounts department
* Preparation of various daily MIS report for management decision making & Payroll
* Daily preparation of bank reconciliation
* Enter all payable and receivable voucher in Tally software
* Aging the customer account and follow up for timely payment
* Preparation of cash flow & Payment Schedules
* Salary preparation and processing to bank
* Handling the daily operations and maintenance of accounts
* All customers /payables account reconciliation and maintain the accounts
* Finalization of Accounts
* Dealings with the external auditors
* **M/s Venugopalan Nair & Co., Kollam**  **INDIA, KERALA**

**Audit Assistant 2002 to 2004**

* Vouching & posting of transaction in the ledgers.
* Co-ordinate activities between the organization and the Chief Auditor for a successful audit.
* Verification of all transaction related to Bank and Reconciliation.
* Independent preparation of Trading and Profit & Loss Account & Balance Sheet of various types’ of organization.
* Finalization & Drafting of Financial Statements.
* Processing back up reports after data entry.
* Maintaining the general ledger & a filing system for all financial documents
* Preparation of income tax statements and returns
* Understanding the client business, and summarizing and documenting all operating cycles.
* Performed the Statutory and Internal audit of various Nationalized and Scheduled Banks
* Verified Stock records and physical stock of clients
* Maintaining Client’s Books of Accounts

*Page 3 of 4 Contd...*

**Educational**

**Qualification**

* **M Com (Finance) 1990 to 1992**

**University of Kerala, Thiruvananthapuram, Kerala India**

* **B.Ed (Commerce) 2006 to 2007**

**University of Kerala, Thiruvananthapuram, Kerala India**

* **B com (Cost Accounting) 1986 to 1989**

**University of Kerala, Thiruvananthapuram, Kerala, India**

**Course attended**

* **Export & Import Management (Kerala university)**

**Key Qualification**

* **M.Com (Finance) with more than 10 year Experience in computerized Accounting (Including Tally & ERP system-**

**& Administration work, Budgeting, preparation of cash flow & fund flow, preparation of Final Accounts, Bank Reconciliation Statement. Maintain and update the financial Records of the company.**

**TECHNICAL SKILLS**

* **Typewriting Higher (English) passed from Technical Education, Government of Kerala, India.**
* **Holding Indian Driving license (No# 2/1351/1999)**

**COMPUTER LITERACY**

* **MS Word, MS Excel, Power Point,**
* **Tally 9 ERP & Peachtree (Accounting Package)**

**Personal Data**

**Age & Date of Birth : 45 years, 29.05.1969**

**Gender : Male**

**Marital Status : Married**

**Nationality : Indian**

**Religion : Hindu**

**Language proficiency : English & Hindi**

**Declaration**

I do hereby declare that the above furnished information is true to the best of my knowledge and belief.