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**ANOOP**

**ANOOP.10@2freemail.com**

**Finance & Accounts Professional.**

**OBJECTIVE:**

To be part of the Accounts/Finance Management team of a reputed organization that offers challenging & rewarding environment based on my expertise and qualification to facilitate mutually profitable growth. Although I am a professional accountant it is my responsibility to look business as a whole, on a broader basis, and always take decisions on this aspect and thus by helping the overall development of the organization where I am working.

**PROFESSIONAL EXPERIENCE: 20 YEARS IN THE FIELD OF FINANCE &**

 **ACCOUNTS**

**Education**

##### ICWA (Intermediate)

Bachelor Degree in Science (Mathematics)

##### M.G. University, Kerala, India

**SOFTWARE KNOWLEDGE:**

* M.S. Office: Word & Excel
* Different Accounting Software Systems including Oracle & Tally.

**Career Snapshot**

**Manager (Finance & Business Development) Jan 2013 - Present**

Inayah Electromechanical Works L.L.C. Dubai

**Manager (Finance & Administration), Aug 2009 – Dec 2012**

Dollar Auto Works, Dubai.

Executive (Accounts). Apr 2007 – Apr 2009

WILLIAM & JONES, Architectural & Interior

Designing Consultation Company, Dubai.

Sr. Executive (Finance & Accounts). Aug 1998 – Mar 2007

Asianet Satellite Communications Limited, India.

Accountant Jun 1994 - Jul 1998

Hotel Quality Inn Presidency, India

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PROVEN JOB ROLE:

Finance & Accounts Manager

* Ensuring that the Financials of the company are properly managed and the year end Reports are prepared in time and Audited and submitted to the Banks and authorities in time.
* Generating all kind of MIS reports such as monthly financial statements, cash flow statements & budgets.
* Also taking care of costing functions & include – make sure that the elements of costs are booked accurately to the correct job, absorption of overheads to various jobs, calculation of work in progress, detailed project analysis, variance analysis.
* Always in touch with bank authorities on various bank facilities such as Guarantees, Letter of Credits & Overdrafts.
* Heading the Accounts Department and it is imperative to make sure that all accounting functions are performed in time and accurate.
* Managing accounts receivables by vigorous follow-up, sending outstanding statements of accounts and make-sure that marketing department is also responsible for the recovery of debtors.
* Scheduling the creditors’ payment according to the credit terms and assists the management in formulating favorable credit policy.
* Make sure that inter-company transactions are reconciled accurately.
* Co-ordination of the subscriber accounting and finance functions and overall supervision of the branches.
* The re-conciliation of the Bank Statements,

Business Development

* Perform key roles in Business Development and Marketing activities.
* To find new Clients and extract more value from current ones.
* Build and leverage relationships founded on trust and integrity to facilitate opportunities
* Liaison with the existing clients and coordinating their requirements are met as per the contract and finish the projects in time.
* Coordinating the Business Development & Marketing activities of the IRONMAN 4x4 Products (Dollar Auto Works is the Distributor for UAE) with the Dealer Network in UAE.
* Liaison with Major Business associates like JEVIC Japan, IRONMAN 4x4 Pty Ltd, Australia and BOSCH representing the company for all Trade Activities.
* Preparation & Submission of Tenders to NGO’s like IFRC, WFP and other Major Procurement Companies.

Administrative Level

* It is one of my prime responsibilities to generally coordinate the day to day administrative aspects of the company.
* Handling the HR department and make sure that the recruitment process is done properly to help the management in the smooth function of the company.
* Managing the Salary payment of the staff and make sure that the Salaries are paid through the WPS system on a monthly basis.
* Effectively manage a team of more than 50 Employees working in different Capacities including the Management Team.
* PRO works related to the Government Authorities like Economic Department, Municipality, DEWA, Civil Defense, Emigration & Labor department.

PERSONAL DETAILS:

Nationality : India

Date of Birth : 25th May1969

Marital Status : Married

Visa Status : Resident Visa

Driving License : India & UAE Light Vehicle

#### REFERENCE:

#### To be provided upon request.