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**ACCOUNTANT**

Articulate detail-oriented accounting professional with demonstrated expertise in accounting systems and management of general accounting functions. Possesses superior analytical and communication skills practiced at drilling down to transaction workflow details in support of process and profit improvement; Collaborates effectively with business managers to resolve variances, refine forecasts, and identify opportunities for improvement.

**KEY COMPETENCIES**

▪ General Accounting ▪ A/P Responsibility ▪ Cash Disbursements

▪ Bank Reconciliation ▪ Vendor Management ▪ Financial Statements

▪ Employee Expense Reports ▪ Variance Analysis ▪ Preparing MIS reports.

▪ Financial Analysis ▪ Payroll Management ▪ Accounting Operations

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**MACRO CHEMICALS CO ( 2011 – 2014 )**

***Job Title: Accountant***

**Company Profile: Shipping Company**

Is the well known supplier in the field of **Basic Industrial** **chemicals** &**Oilfield chemicals** for the last 15 years.

Presently Working with **MACRO CHEMICALS CO LLC.** as **Accountant from July 2011 till now**

**Program Using: Profit Accounting. Ms .Excel, Out look**

**Reporting To**: **Chief Accountant**

**Job Description:**

* Quick to study, implement and administer accounting systems.
* Monitoring preparation of books of Accounts,Party Reconciliation and consolidated Reports in compliance with time& accuracy norms.
* Overseeing Financial statements including Trial Balance,Profit& Loss A/c, Payables & Recievables Statements and Balance Sheets.
* Ensuring monthly reconciliation of Bank accounts and Inter company accounts.
* Handle payroll accounts by insuring proper calculation of overtime,appropriate deduction of advance taken,keeping track of annual leave.
* Preparing and analyzing financial statements or monthly basis and submitting the variation reports to the top management for review.
* Maintaining Fixed assets and Inventory transactions.
* Preparation of Import and Export documentation.
* Preparation of Accounts Recievable and payable statements that includes periodic ageing reports.
* Monitoring,supervising & approving all day-to-day accounting transactions.
* Responsible all Accounts upto Finalization.

**AL TAHER GROUP OF COMPANIES (May 2006 to June 2011)**

***Job Title: Accountant***

**Company profile: Al Taher Group of Co U.A.E. is the well known supplier in the field of “Building Material&Hardware the last 35 years.**

Program Used: **PROFIT, Ms.Excel**

Report To**: Managing Director**

Job Description:

* Maintaining customer Reciepts and others daily checking with cash book.
* Daily Debtors and Creditors Statement accounts and reports issuing.
* Preparation of purchase and sales summary for monthly sales tax payment.
* Reconciliation of Bank Accounts and Customer Accounts.
* Responsibility for customers Payments periods.
* Preparation of the monthly Balance Sheet Income/Expense statement &Cash flow.
* Preparation of monthly Trading and Profit &Loss account
* Handling all segment of Account Payable like recording of invoices processing for payment upon maturity.
* Preparation of all Accounts upto Finalization.

**Kurikkal Business Groups. India (Jan 2003 to March 2006)**

***Job Title: Assistant Accountant***

**Company profile**: Kurikkal business groups is the well known supplier in the field of “Building Material&Hardware the last 35 years.

Program Used: Tally 7.2, Ms.Excel

Report To. **Head of Accounts Department**.

**Job Description:**

* Posting of purchase and sales entry.
* Preparation of Purchase and sales summary for monthly sales tax payment.
* Cheques ,bank payments,petty cash vouchers and other banking transactions.
* Co-ordinationg with banks dealing with regular customers
* Reconciliation of bank statement.
* Reconciliation of debtors & creditors.
* Responsible for the preparation the sales and Tax report.

**Accademic Qualifications and Certifications:**

* ***Bachelor of Commerce*** from **Calicut University**

**IT SKILLS**

Well versed with:

* **Dos,Windows98/ME/2000/XP/07**
* **Fox Pro,Oracle, Tally 7.2, Pro-Fit Accounting Packages**
* **Ms Office97/2000/2002(Word,Excel and PowerPoint) &Out Look**

**Personal Details:**

Date of Birth: 25-05-1976

Nationality: Indian

Sex: Male

Languages: English,Hindi,

Visa status: Employment Visa

Driving License Valid U.A.E Driving License

**Personality Traits:**

* Having good presentable personality.
* Good communication skills.
* Willingness to learn new emerging techno.
* Disciplined and managed in the professional work culture.