

**KIRAN T.V.**

**CHIEF ACCOUNTANT**

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**Profile**

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Commerce Graduate with 13 years experience in Accounting, Controlling, Budgeting, Costing, Cash flow management, Staff training and Administration. I am Committed, Honest and Flexible team player with good Communication, Coordination and Administration skills. Adept with Tally 9.0 and Profit Accounting Packages.

**Strengths**

+ Gulf experience in accounts + MIS / Financial Reporting

+ Excellent Team Player + Adaptable to new concepts and skills

+ Perform under pressure to meet deadlines + Client Relationship skills

**Qualifications**

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* Bachelor of Commerce (1994) – Mahatma Gandhi University, India.
* Data Preparation & Computer Software (1995) - Skiltek Industrial Training Centre.
* Higher Diploma in Information System Management (1997) - Aptech Computer Education, India.

**Career Progression**

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**Intex Universal - (Dec 1998 – Mar 2012)** - Contracting Company.

* Chief Accountant and Office Administrator Mar2006 – Mar 2012
* Payroll In charge and Accounts Assistant Dec 2003 – Feb 2006
* Stores and Payroll In charge Apr 2001 – Dec 2003
* Store Keeper Dec 1998 – Apr 2001

**Electro Controls, India-(Oct 1997 – Sept 1998)** –A Small Scale Industrial Unit engaged in Manufacture on Metal Cabinets for Stabilizers & Inverters. (An Associate of V-Guard Ind. Ltd.)

* Accountant and Office Administrator

**Blue Fords Pvt. Ltd., India (Jan 1997 – Sep 1997)** –Clearing & Forwarding Agents for Siemens Ltd., MSIL, Bharat Bijlee Ltd. (ISO 9001) And Bifora Watches. (An Associate of Skyline Builders.)

* Store In Charge

**Peethambaran & Associates( 1995 – 1996)** – Chartered Accountants.

* Audit Assistant

**Achievements**

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* Gained comprehensive knowledge in understanding the entire flow of business, Accounts management, Documentation needs and Reporting.
* Streamlined Accounting, Payroll and Store Procedures including significant Organizational changes and process improvement which were accepted by the company.
* Played a major role in recovering company’s Loss and made a profit of Dhs.500,000 in 2 years through strict job costing and expense control.
* Implemented Break even sales target of Dhs550,000 in the year 2006 and increased to Dhs750,000 in the year 2009-2010.
* Successful in completing assigned work load with Commitment, Honest and Dedication within set time frame with limited staff and showed strong administrative skills in Coordinating and motivating subordinates.

**Areas of Expertise**

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* Experience in handling Accounts up to Finalization, including preparation for submission of MIS reports.
* Debtor, Creditor and Cash-flow Management – Key to the Current Market Situation
* Expert at Financial and Administrative Management of the Organization .
* Budget preparation, conducting variance analysis between actual and budgeted identifying difference and report to senior management and coordinate with them and solving the differences
* Liaising with bank on LC’s, Bank guarantees, Cheque discounting and remittances
* Assign and oversee various accounting works to subordinates and provide necessary instructions to meet deadlines.
* Maintain sound relationship with Main Contractors, Suppliers and Sub-contractors
* Reviewing and setting up improvements to current procedures.

Proven Job Role

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**Intex Universal (Dec 1998 till date)**

Duties and Responsibilities:

Accounts

* Responsible for all monthly and yearly Financial Reports, Projects Expenditure and Cash Flow
* Responsible for all Banking Activities, Bank Reconciliation, Financial Billing, Auditing local accounts and Statistical Analysis of the company
* Review and Control of Accounts Receivables and Payments & Petty Cash.
* Budgeting & Variance Analysis Report & Job Costing.
* Sales, Purchase and Month end Closing entries.
* Preparation of MIS Reports and Supporting for the same.
* Preparation of Variation Statements and Sales quotation as required by Sales Dept.

Office Administration

* Preparation of Salary Statement after Deduction of Loans and Leave taken as per WPS.
* Payroll Handling-Preparation of Wage Sheets, Job & Wages summary reports as per WPS and End of service settlements.
* Preparing Appointment offers, Termination letters and Updating of Employee Database & File.
* Forward Leave Application, make Leave Settlements, Release Passports after approvals and clearance and make Ticket Bookings.
* Keep track of Renewals of Trade license, Tenancy Contracts and Vehicle Registrations.
* Keep track of Renewals of Passport, Visa, Labour Contracts of employees.
* Keep track of Drivers’ log book, incoming & outgoing letters and ensured proper filing of all office documents.
* Coordinate with the sites on labour distribution and material delivery.
* Coordinate with Project Director, Project Engineers, and Site Supervisors & Store Keepers at sites.
* Provide Administrative support to Managers & Staff.

Store

* Auditing Store Accounts & Physical verification monthly.
* Placing Material Requisition as per store requirements.

**Electro Controls, India-(Oct 1997 – Sept 1998)**

Duties and Responsibilities:

* Maintaining books of accounts up to finalization.
* Preparation of wages, time-sheets, salaries and incentive statements.
* Review and control of Accounts Receivables & Payments & Petty Cash.
* Correspondence with Govt. authorities.
* Filing sales tax & income tax returns.
* Finalizing Sales & Purchases in state & inter-state consignments.
* Fixing Production Targets & OT Allocation to meet the same.

**Blue Fords Pvt. Ltd., India (Jan 1997 – Sep 1997)**

Duties and Responsibilities:

* Preparation of Store Accounts & Subsidiaries.
* Preparation of Debit notes & Credit notes and Store documents.
* Acquainted with Logistics & Insurance claims.
* Assisted in Sales co-ordination, Terminal handling of goods

**Personal Details**

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Date of Birth: 06.05.1973

Nationality: Indian

Marital status: Married

Sex: Male

Visa status: Visit

Driving: UAE Valid License

**Languages Known**

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English, Hindi and Malayalam