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| IMG_3392**PERSONAL DATA:****Gender:** Male**Religion**: Islam**Nationality**: Indian**Marital Status:** Married**Date of Birth:** 14-10-1982**Visa status:** Visit Visa**Languages Known:**English ,Hindi, Malayalam, Urdu, Tamil, Kannada & Arabic My Strength:* Good Communication and Interpersonal skills
* Quick at learning new concepts & technologies and putting them to Practice.
* Good team player
* Possess high level of  accuracy and attention  to detail
* Analytical skill & Decision making ability.
* Ethical & Hard working.
* Setting higher standards of performance.
* Positive approach & adaptive to various environments.

Reference: Available on request | CAREER SUMMERYAccounts & Finance professional with experience and capable of functioning with minimum supervision. Known for taking initiative and skilled at meeting challenges and deadlines. CAREER OBJECTIVES A responsible position in Accounts and Finance within a corporation that will utilize my knowledge, experience and organizational skills in the business.CAREER HIGHLIGHTSas an **Accountant** from **March 2012 to July-2014,** located Industrial Area No.08, Doha, Qatar-23868.**Roles & Responsibilities:*** Maintaining and updating multiple accounts according to different contractors.
* Accounts Payable & Accounts Receivables.
* General Ledger / sub ledger review and scrutiny
* Petty Cash Custodian & Payment Voucher maintenance.
* Maintenance of project wise Accounts.
* Reconciliation of Accounts Receipts & Payments.
* Bank account reconciliation.
* Invoicing & Monitoring contractors for receivables
* Preparation & Maintenance of Job cost.
* Filing of documents.
* Project profitability analysis
* Payroll maintenance & updating.
* To check Bank Guarantees / stand by L/Cs received from Contractors &follow up for renewals
* Analysis of workers time sheet for accurate pay-outs.
* Liaising with Auditors.

**Capgemini Business Service Pvt Ltd,** as a **Process Associate** underConcurrent Audit team, Accounts Payable division from **June 2009 to September 2011**, located at Brigade Tech Park, text to ITPL, white field road Bangalore-560 037, India.**Roles & Responsibilities:*** Handled the processing, distribution, verification & Maintenance of invoices for multinational vendors.
* Researched and solved billing problems and corrected invoicing & journal entry errors that had previously occurred.
* Verifying vendor bills and makes Bills Payable Report.
* Verifying double Payment, duplicate payment & clarify all process related queries.
* Maintaining Accuracy & excellence in order to meet agreed SLA.
* Worked in ERP environment, process knowledge in Internal Audit & managed day to day operation by ensuring optimum resource

allocation**GSA Kumar & Associates,** as an **Accounts/Audit Assistant** from **February 2008 to June2009,** located at Vanivilas Road, Basavangudi, Bangalore-560004, India**Roles & Responsibilities:*** Verification of Purchase register, Sales register, Journal register, Stock register & General ledger.
* Reconciliation of Accounts Receipts & Payments.
* Bank account reconciliation.
* Vouching of Purchase invoice, Sales invoice & Cash expense vouchers.
* Service tax & Sales tax auditing.
* TDS & VAT calculations.
* Filling of sales tax returns.

**New Atithya Group of Companies,** as an **Accounts Assistant** from **March 2006 to January 2008,** located at Gandhi bazaar road, Bangalore-560004, India.**Roles & Responsibilities:*** Preparation and maintenance of cash book, Purchase register, Journal register & General ledger.
* Reconciliation of Accounts receipts & Payments.
* Handling of Cash & Bank.
* Reconciliation of accounts & Monitoring supplier’s payments.
* Payroll maintenance & Salary Payments.
* Providing information to the Auditors in connection with annual auditing.

EDUCATIONAL QUALIFICATION * **M.Com(A&F)** from Annamalai University, Chennai, India-2014
* **B. Com** from Calicut University, Kerala,India-2005
* **Pre-Degree(Commerce)**  from Calicut University,India-2002
* **SSLC** from Education Board, Kerala,India-2000

Other Skills and Training Diploma in Computerized Financial Accounting.Tally 6.3,7.2 & ERP 9.0M.S Office 2007 & 2010.Working experience in SAP-FI(R/3) & Citrix.Working experience in Peachtree.I hereby certify that the above mentioned information is true and correct to the best of my know    |