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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 SUMMERY  Accounts & 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 HIGHLIGHTS  as 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** under  Concurrent 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 9.0  M.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 |