

**Gulfjobseeker.com CV No:** **1274304**

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**Career Objective:**

* Seeking a challenging environment that encourages continuous learning and sharing of knowledge that provides exposure to creativity and stimulates personal and professional growth along with the organizational mission.
* An appropriate post suitable for below mentioned qualifications that offers further advancement to my career growth and brings out the best of my knowledge and abilities.

**Synopsis:**

* Certified Management Accountant ( C.M.A – USA )
* Graduation in B.com with Computer Application – Commerce.
* 3+ years of work experience in the areas of Finance & Accounts.
* Proficiency in Financial, Cost & Management Accounting.
* Well versed in preparing Ledger books, Bank Reconciliation statement, Finalization of Accounts and MIS reporting.
* Very good knowledge in Business analysis, Planning, Budgeting, Accounts Receivables & Payables, Payroll, Auditing and Performance Measurement.
* Expertise in verifying and approving books of Accounts & Financial statements.
* Possess significant leadership experience resulting in better financial performance and enhanced systems for higher performance of the team.
* An effective communicator with excellent relationship building & interpersonal skills with proficiency in explaining complex financial data.

 **Personal Data:**

 Date of Birth : 02-Nov-1986

 Sex : Male

 Nationality : Indian

 Marital Status : Single

 Religion : ISLAM

 **Languages:**

* English
* Malayalam
* Hindi
* Arabic Read & Write



**Work Experience**

**Klafs My Sauna & Spa Middle East, Aladiyaat Group.**

**(May 2014 – Present)**

**Position: Senior Accountant.**

* Keep track of each and every financial transactions of the 3 business units.
* Handling the Accounts payables & receivables.
* Preparation of Payroll & timekeeping of employees.
* Preparing weekly Bank Reconciliation Statement.
* MIS reporting to the CFO & Managing Director.
* Budgeting & forecasting the sales revenues and expected expenses.
* Verifying and approving due payments and issuance of cheque.
* Monitoring and evaluating the daybook and ledger accounts in a daily manner.
* Preparation of Financial Statements like Trading & Profit & Loss Account, Balance Sheet & Cash flow statement.
* Handling the Petty cash expenses.
* Assisting in the preparation of Business plan.
* Adhoc reports to the MD & CEO.
* PRO related activities like applying online visas, visa cancellations etc.

**Deepak’s Group of Companies**

**(February 2012 – March 2014)**

**Position: Accountant General**

* Entering daily sales, purchases and expenses.
* Maintaining Accounts Payables and Accounts Receivables.
* Preparation of Payroll.
* Checking and reviewing revenue, expense, entries, invoices, and other accounting documents.
* Analyze monthly sales and purchase reports and preparing comparative statement.
* MIS reporting to the General Manager.
* Budgeting & forecasting of needed information.
* Preparation of Financial Statements of the company.



**Academic Details:**

**2011: Certified Management Accountant (IMA. USA)** from Logic School of Management. Cochin, India.

 **2008: Bachelor of Commerce with Computer Application** from Sir Syed Institute for Technical Studies (Kannur University)

**2005: Higher Secondary Education (Commerce)** from St Michaels Anglo Indian Higher Secondary School

**2003: Secondary School Leaving Certificate** from St Michaels Anglo Indian Higher Secondary School.

**Membership:**

* Institute of Management Accountants (USA)
* CMA Certification No : 40847



**Strengths & Abilities**

* Hard working, sincere and self-motivated at work.
* Can handle responsibilities effectively.
* Can adapt to new skills and approaches easily to get work done.
* Ability to achieve desired company goals.
* Maintain good relations, interpersonal and communication skills.
* Ensure pleasant environment for customers.
* Respond quickly to business changes required for growth and personal advancement and competitive advantages.
* Acquire new talent and improve learning capability for current and future efforts.
* Work in the new projects related to the organization and add value into the organization.
* Apply quality in daily work process.
* Share the knowledge between employees.

**Computer Skills**

* Accounting Software:

 FOCUS RT ERP

 TALLY 7.2, ERP 9

* MS OFFICE
* Other internet operations

**Declaration**

I hereby declare that the above information are true and correct to the best of my knowledge and belief and I assure you of my best service.

