YAKOB

**Email Address:** [**yakob.215090@2freemail.com**](mailto:yakob.215090@2freemail.com)

***Seeking challenging assignments in Accounting/Administration/Business***

***Development/Team Management and Customer Service, with a growth oriented organization.***

* **OBJECTIVE :**

**Exploring career progression opportunities with full of challenges in a leading organization,**

**where I can utilize my extensive experience, skills, knowledge and Leadership qualities**

**in Accounts and Administration fields, to make a tangible contribution to the growth**

**and profitability of the organization.**

# QUALITIES:

* **Hardworking and professional approach especially for Administration and Accounts**

**department in Petrotech Engineering concern and Ship Building and Repair Yard.**

* **Excellent versatility and adaptability.**
* **Ability to manage multiple tasks in a pressured environment.**
* **Competent Finance and office administration skills.**

# STRENGTH :

**Leadership qualities, quick learner, hard worker, motivated, honest, Strong communicator, flexible**

**and optimistic.**

* **Hard work and dedication are my greatest strengths.**
* **My studious nature allows me to excel in what I do.**

**A dynamic professional with over 10 Plus years of rich Overseas & Domestic experience**

**in Accounting, Administration Operations, Management Services.**

**PROFESSIONAL RECORDS**

**Duties and Responsibilities of the Chief Accountant :**

* Perform financial analysis and reporting to management as needed.
* Perform month-end accounting activities such as reconciliations and journal entries.
* Coordinate with finance team to complete assigned accounting tasks within deadlines.
* Evaluate computerized accounting systems and provide recommendations to IT team for performance improvements.
* Generate financial reports and statements to Managers for review.
* Analyze financial discrepancies and recommend effective resolutions.
* Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
* Respond to accounting inquiries from management in a timely fashion.
* Provide guidance to other Accountants when needed.
* Assist in budget preparation and expense management activities for assigned accounts.
* Assist in auditing activities by providing necessary information and preparing requested documentations.
* Monitor and record financial transactions according to company policies and regulations.
* Review and recommend changes to existing accounting procedures.
* Month end closing and reporting
* Reporting & Consolidation Produce quarterly, annual and audited statutory financial statements
* Review & Posting of Month End Journal Entries. Review & Performing Month End Close activities
* Prepare & Review of Balance sheet Accounts Reconciliations. Manage quarterly intercompany process
* Resolution of Reconciling Items. Strong Accounting Knowledge(With Closing & reporting experience )
* Coordinate with Account Managers and Sales Executives to achieve sales objectives.
* Analyze and prepare revenue reports, expense reports, and other business transaction reports.
* Maintain accurate and complete customer account information. Assist in determining pricing quotes for customers. Coordinate with Account Mangers in determining new business opportunities with potential customers. Provide responses to customer inquiries in a professional manner.
* Resolve customer issues/concerns in a timely manner. Ensure customer satisfaction by providing high quality customer service. Support manage existing customer accounts.    
  Provide daily support of business operations to customers. Identify business initiatives and improvements. Prepare business presentations and reports for customers.
* Prepare and deliver customer account reports in timely and accurate manner. Manage change requests for customer accounts. Ensure consistency and accuracy of customer account deliverables.

### M/s. NASEEMA MANUFATURING LTD. MANGALORE, INDIA

### Manufacturers of Tobacco products, Ceramics, Transporters and Real Estate Owners

**Employed as Accountant**

***Key Responsibilities:***

#### Responsibility included maintaining General Accounts of company and Divisions.

#### Working closely with Central Excise Duty and Sales Tax for officials Clearance.

* Preparing Minutes for monthly and annual general body meetings.
* Monthly maintenance of Receipts and Payments Accounts and Day Book.
* Responsible for close relating to the Central and State Govt. Officials for clearing the raw materials.
* Filing all incoming and outgoing letters and documents.
* Direct telephonic contact with customers to provide solutions for payment problems encountered by customers, Agents and Dealers.
* Analyze financial information and prepare financial reports and final financial statements to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.
* Prepare financial and regulatory reports required by laws, regulations, and boards of directors.
* Establish procedures for custody and control of assets, records, loan collateral, and securities, in order to ensure safekeeping.
* Responsible of preparing the daily journal vouchers
* Posting the vouchers to the General Ledger.
* Prepare trial balances of books.
* Preparing the Monthly Banks reconciliation.
* Ability to handle the Cost Accounting Duty.
* Ability to handle the Payroll Processing / Accounting.
* Other jobs to be assigned by the Financial Manager.
* Systematically preparing inter office memorandum.
* Preparation and maintenance of payroll and Daybook.
* Checking and reviewing of all vouchers and books of Accounts.
* Preparing and follow ups Tenants Credit analysis.
* **M/s Electric House Est.** A pioneer of electrical distributors like Conducting Device, Cabling Device, Switching Device- Legrand Schneider, EMT in Saudi Arabia. Established in Jeddah in 1955, having 25 fully networked branches in the major cities in the K.S.A.)

***Designated as* Accountant (July 2009–Dec.2010) Financial Department**

* Reporting Accounts directly to the Financial Manager.
* Prepares Financial Statement (Interim & Quarterly), Credit collections (Invoicing follow up Payments)
* Arrange all the payments to suppliers, staff, loan payments etc. and process all bank payment in the system i.e. E- Synergy.
* Process non trade suppliers Invoices.
* Process Journal Vouchers like End of service, Depreciation, Prepaid, Accrued expenses etc.
* Report daily cash position to Finance Manager.
* Maintaining and filling for all our major documents and records for **ISO 9001-2000.** Under **Exact- Globe E - Synergy Programme** systematically.

**Daily routine works:**

* Check the receiving and enter the supplier's Invoices in Finance and Purchase.
* Make sure that the receiving of materials is tallied with the Supplier's Invoice.
* Record Credit – Note received from the Suppliers.
* Check and verify the Local Purchase Request for payment coming from the branches before processing the payment.

**Petty Cash** :

* Documents checking, Processing each bill or vouchers as per management instructions and submit for financial manager approval by explanation after preparing payment by cash or Bank.
* Checking supplier's statement of account against our records and do the necessary action to solve any discrepancy before preparing any payment to the supplier.
* Enter and keeping records Finance/ General Journal the Landed Cost of foreign purchases.
* Allocate the landed cost in the Inventory/Landed cost module.
* Prepare payment to the supplier thru issuing the cheques or filling up money remittance from to transfer money to the supplier.

**Monthly:**

* Check and reconcile the statement of account of local and foreign supplier e.g. Legrand, Schneider, RCC and SCC and prepares the payment of the same.
* Running the final Purchase to be processed/ Reconcile and make sure everything is correct before running the stock valuation.
* Checking the stock valuation report after the stock valuation is done.
* Entry of all the branches collections.
* To match all the collections with the break down provided by customers. Contacting the customers for getting break down for their payments to us if they are not provided on the time of collection.
* Issue credit note to customers against Invoices with we fail to deliver the material and Invoices with price difference as per agreed.
* Trouble shooting and giving advice for the complains of branches while they find some problems during Invoicing and delivering.

**As Credit Control Analysis:**

* Preparing list of due invoices and sending to customers thru salesman in branches.
* Blocking and make Active as per aging analysis and as per management wishes.
* Increase/ Decrease credit line as per branches requirements with the management approval.
* Regularly telephone conversation with customers accounts department to find out the delay/ issues related to pending unpaid Invoices. Sort out the problems with the customers by coordinating with salesman and collection staffs.
* Co-coordinating with LC related customers to speed up the submission of commercial invoices and collection process.
* **Monthly Tasks** :
* **Payroll** : Preparing and processing salaries as per time card or Time sheet by E synergy format, preparing wire transfer each employee, Distributing head office cash salaries.
* All the wire transfer preparing except Supplier payment as per finance manager advice.
* Check the invoices prepared in locations and process it after making the required corrections.
* Ask IT department to close the period of sales journal of previous month.
* Report to management about the collections made previous month and about the outstanding.
* **Yearly Tasks :**
* Transfer / Reclassify some customer balances to General Ledger / Accounts Payble as per management advice.
* Take decision on doubtful debts / provision as per advice of management.
* Prepare the reports / Schedules required for the auditors for the Accounts Receivables.
* Reconciliation all Bankstransactions.
* All Accounts Receivable confirmation and reconciliations. All accounts Payble confirmations and payments.
* Collect and Monitor Cash Sales.
* Open credit facility from major supplier from local market.
* **M/s. PENINSULAR PETROTECH ENGINEERING W.L.L.** A division of **TEYSEER GROUP OF** **COMPANIES DOHA-QATAR** ( Black Cat Constructions) More than 1000 Manpower Concern)

***Designated as* Accountant – Project Department (From September 2002 - 2005)**

**Construction Projects:**

* Responsible of preparing the daily journal vouchers.Posting the vouchers to the General Ledger.
* Preparing and keeping suppliers cash and credit accounts posting to ledger Book.
* Collecting Time Cards or Job Cards on skilled and non skilled labourers from man power Supply Company, calculating working hours and overtime hours for salaries.
* Keeping and updating work in progress reports of projects entries posting toUnder **Unix Programme (TTWIN Lite)** programme systematically.
* Preparing and posting entries to daily petty cash expenses under instructions of managing directors.
* Posting the vouchers, Bills, Suppliers Invoices to the General Ledger.
* Making and arrangements cash and credit payments on specific date, passing to Payment Vouchers.
* Preparing cheques for creditors, Bulk Suppliers and sending to Managing Director for signature.
* Keeping and follow up various documents and records under government departments and statutory bodies and making renewals up to date.
* Daily interconnection between Civil engineers, Sore keepers and Procurement departments.
* Prepares monthly Bank reconciliation statement and debtors & creditors.
* Preparing monthly Payroll for Staff and Employees posting to Ledger Book under programme.
* Prepares and making journal entries for banking transactions (Deposits and encashment of Cheques).
* Preparing and maintaining All suppliers contract agreements.
* Preparing Invoices for clients and follow up receivables.
* Book keeping for day today business activities.
* Preparing Projects development reports under instructions of Civil engineers.
* Taking full responsible for preparing Gate Passes for executing various major Governmental and Semi governmental projects.
* Accounts Receivable Statements. Preparation of Cash Flow Statements.
* Store Receives and Store Invoices.
* Preparing and maintains contract agreements for employees, and hiring for second parties.
* Responsibility included custodian of Petty cash, Records and maintaining vouchers and Bills and its reports.
* Taking order from supervisors for materials and sending to Purchase department for Letter of Purchase Order.
* Duties include preparing document for Visa Stamping.
* Follow up Work timing and attendance of workers.
* Prepared and maintaining Sales Register and Purchase Register.
* Preparing and maintaining Workers monthly time sheet under **UNIX Programme (TTWIN Lite)**.
* Prepare financial and regulatory reports required by laws, regulations, and boards of directors.
* Establish procedures for custody and control of assets, records, loan collateral, and securities, in order to ensure safekeeping.
* Responsible of preparing the daily journal vouchers
* Prepare trial balances of books.
* Assist and interconnection with Chartered accountant and follow up with his financial and accounts instructions.
* Systematically organizing Labour Camps for workers, employees for accommodation and also arranging hotels and passage for special delegates.
* Preparing and maintaining all Internal Memorandums in all related department.
* Filing all incoming and outgoing Faxes.

**ACADEMIC QUALIFICATIONS**

* **Narayana Guru First Grade College**, (University of Mangalore), India  
  Bachelor's degree (B.Com.) /higher diploma, in Business Management.

Main Subjects involved Marketing Management, Business Studies, Advanced Accountancy, Income Tax and Cost Accounting.

# TECHNICAL QUALIFICATIONS :

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# Proficient in M.S.Word, Excel and Power Point, MS Windows 98/ME/XP/2000 Server (98 and 2000) & Internet.

* Proficient in **Exact E Synergy**, **UNIX TTWin Lite** **(OPMAN UNIX)** Accounting and Administration Package. Proficient in Tally Programme.
* Certification / Diploma **VELOSI Certification LLC**. State of Qatar **ISO 9001:2000** Awareness Training Programme.
* Capability in English and Arabic type - writing.

**PROFESSIONAL SKILLS** :

* Good skills in Dealing with people. Ability to work with teamwork.
* Excelent skills in teaching and Dynamic and self motivated
* Quick learning & adjustment with new work environment.
* Excellent problem solving abilities
* Detail oriented with strong organization and implementation skills.
* Creative and innovative, highly motivated and continually working to improve financial performance.
* A positive motivator of people to achieve maximum productivity. Excellent problem solving abilities.

**LANGUAGES SKILLS :**

* Fluent in English, Arabic, Hindi, Kannada and other Indian Languages (Speak, read and write.)

**OTHER SKILLS :**

* Active member and District level of Regional Team Leader of **NSS** - National Service Scheme (National Non - profitable Voluntary Organization under Government of India).

**PERSONAL DOSSIER**

First Name : Yakob

Date of Birth : 01/06/1973

Gender : Male

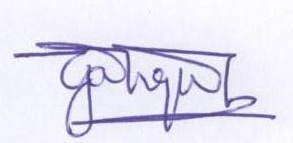
Religion : Islam

Marital Status : Married

Nationality : Indian

Current Resident Location : Mangalore - India

I hereby declare that the information and facts furnished here are true to the best of my knowledge and belief. I look forward to an interview and can be reached at the phone or email address listed on my attached resume. Thanking you for your time and considerations.



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Signature Date