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**Aspiring for senior level assignments in Accounts/Finance with an organization of repute.**

**Location Preference: UAE/ Middle East**

Processing Journals MIS Reporting Statutory Compliance

Month end Reports Finalisation of Accounts Budgetary Control

Reconciliations Cash Flow/Fund Flow Forecasts Liaising with Auditors

# A pro-active and result oriented accounts professional with over 9 years experience in accounting, achieving revenue, profit and business growth objectives within start-up and rapid-change environments.

# Expertise in account reconciliations, finalising accounts, management reporting and liaising with auditors.

# Expertise in Oracle 11i, Tally7.2, MS Office Packages.

# Good analytical skills with exceptional relationship management & negotiation capabilities with proven abilities in liaising with Banks, Financial Institutions and various regulatory authorities.

**Academic Credentials**

**Masters Degree in Commerce from Annamalai University, Tamilnadu.**

**CA Intermediate (one group cleared)**

**B.Com. from M. G. University, Kerala .**

**Organizational Experience**

Type of Industry : Self Employed

Duration : Nov 2012 to date

**Key Services rendered:**

* Outsourced book keeping function for various SME clients.
* Monthly reporting of revenue and profitability.
* Reconciliations
* Finalization of accounts and liaising with auditors for smooth completion of audits.
* Reconciliation – Excel reconciliation for various accounts and reporting.
* Month end account closing and reporting.
* Monitoring preparation of statutory books of accounts, bank reconciliation, schedules along with notes of accounts in compliance with the norms.
* Overseeing financial statements including trial balance and balance sheets.
* Reviewing the financial position of the company through annual reports while ensuring analysing the expenditure on a monthly basis to control expenses.
* Preparing reports to provide feedback to top management on financial performance, vis a vis, variance analysis of profit, margin%, etc

Type of Industry : BPO

Position Held : AR Analyst & US payroll Analyst

Duration : July 2010 to Nov 2012

Reporting to : Team leader, Manager

**Key Deliverables:**

* Processing journals – As per the request received, will process journals and send mail for approval and confirmation.
* Reconciliation – Excel reconciliation for various accounts and reporting.
* Open items reporting and need to work with the concerned person/team for its clearing.
* Assurenet reconciliation – Monthly will do reconciliation for all accounts as per this tool.
* Month end account closing and reporting.
* Ensure that delivery is in conformance with defined SLA, targets.
* Collaborate with peers and other project resources as and when required.
* Calculate provisions and will do adjustments journals monthly.
* Preparing month end reports.
* Client reporting tool updates.
* Funding activity – Once in fifteen days will do funding.
* Processing month end journals.
* Maintain effective documentation.

Type of Industry : Non Banking Finance Company

Position Held : Officer

Duration : August 2006 to July 2010

Reporting to : Assistant Manager, Senior Manager

**Key Deliverables**

* Preparing daily and monthly income report of the branches and analyzing their performance and reporting to higher authorities.
* Periodical evaluation of the performance of the branches on the basis of the target & goals set by the administrative office.
* Prepare intercompany report and reconciliation & Bank Reconciliation
* NRI clients pay in and payout by coordinating with Axis bank and making arrangements for funds.
* Back office operations relating to Xtrade.
* Doing arrangements for sending clients trading details on daily basis.
* Processing entries in the system.
* Reporting and reconciling the cash collected.
* Dealing & resolving various brokerage and reconciliation issues with AMCs on daily basis.
* Coordinate and liaison with registrars – CAMS, KARVY etc
* Liaise with statutory/ internal auditors for timely completion of audits
* Maintaining audit records and implementing audit observations
* Attending customer grievance regarding brokerage issues and solving them.
* Month end closing and reporting.

**Previous Assignment**

**Apr’05 to May’06**

**Position Held: Accounts and Audit Assistant**

**Highlights**:

* Audited various Partnership firms and proprietary concerns on the basis of Audit U/s 44 AB of Income Tax Act 1962.
* Successfully provided consultancy services, mainly in the area of tax management for individuals and partnership businesses.
* Monitoring preparation of statutory books of accounts, bank reconciliation, schedules along with notes of accounts in compliance with the norms.
* Overseeing financial statements including trial balance and balance sheets.
* Reviewing the financial position of the company through annual reports while ensuring analysing the expenditure on a monthly basis to control expenses.
* Preparing reports to provide feedback to top management on financial performance, vis a vis, variance analysis of profit, margin%, etc

**IT Skills**

* Oracle 11i
* Tally 7.2 (Accounting Software)
* MS Windows
* Excel & Word

**Personal Details**

Date of Birth : 21st May, 1982

Languages Known : English, Malayalam and Tamil

Visa Status : Visit Visa (Till Jan 11th)

Nationality : Indian

Marital Status : Married

**Declaration**

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief. Thank You