**SENIOR ACCOUNTANT**

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| **Person**a**l Details**  Sex : Male  D.O.B : 30th April 1978  Nationality: Indian  Marital Status: Married | **Professional Profile**  Talented accounting professional with more than 13 years of experience in accounting and financial management in medium to large scale firms including 7 years gulf experience. Graduate in Business Administration and completed three years Article ship under a chartered accountant.  Functional Skills   * Finalization of accounts and assists in auditing. * Budget Creation, Forecasting & Cost Analysis. * Managing Data entry operations – receipts and invoices. * Purchases entry, General ledger entry & Audits. * Managing accounts payable and receivable. * Intercompany reconciliations. * Cash flow report and analysis. * Bank Reconciliation statement. * Prepares monthly financial and MIS reports. * Maintaining Fixed Assets register. * Managing Import and export activities. * Managing PDC, Petty cash and salary preparations. * Monthly and year end closing stock verification. * Reconciling accounts and resolving discrepancies.   Computer Skills   * **Tally ERP 9, Focus-6, MS Office, SAP.**   **Confident to handle any accouting software.**  ACADEMIC QUALIFICATIONS   * **Bachelor of Business Administration (BBA)**   Mahatma Gandhi Univercity, Marian College, Kuttikkanam Kerala 1996-1999   * **CA Article Clerk**   Luke & Co Chartered Accountants, Calicut -2002   * **Higher Secondary School Education**   Navodaya Vidyalaya Malappuram, Kerala-1995   * **High School Education**   Navodaya Vidyalaya Malappuram, Kerala – 1993 |

WORK EXPERIENCE

* + Company **: Jabreen Converting industries trading & services LLC.**

Designation : Senior Accountant

Profile : Managing Accounts in Tally, BRS, MIS, Import and export management.

Duration : 2008-2014 (7 years)

Company Profile : Manufacturing of mattress, PU Foams, cultured marble, Carpentry and whole sale trading in marble, ceramic sanitary wares, tiles, electrical items etc.

* + Company : **E.M.S Memorial Co-Op Hospital,** .

Designation : Accountant

Profile : Assisting in Accounts related works, cash handling, salary preparation etc.

Duration : Two Years

Company Profile : Multy Super Specialty Hospital

* + Company : **Reymount Commodities India (P) Ltd.** .

Designation : Chief Accountant

Profile : Managing all accounts works of a branch.

Duration : Four Years

Company Profile : Online trading of currencies and commodities.

**STRENGTHS**

* **Communication and understanding**: Ability to communicate effectively with team members and superiors and listening what they require.
* Time management, adaptability and sincerity.
* Optimism and confidence.

LINGUISTIC PROFICIENCY

* Speak : English, Hindi, Malayalam and Arabic.
* Read : English, Hindi and Malayalam.
* Write : English, Hindi and Malayalam.