**Amol**

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**(M.Com., B.Com; Diploma in Management Studies)**

**VISA STATUS : UAE EMPLOYMENT VISA**

**Amol-30760@gulfjobseeker.com**

**CAREER OBJECTIVE**

Accounts Manager, Seeking Roles in Finance Operations, Accounts Management, Auditing, Taxation, Financial Analysis, Accounts Payable, Bank Reconciliation, Balance Sheet Analysis, Accounts Receivable, Financial Reporting, P&L Management.

**SUMMARY OF KEY SKILLS**

Experienced in accounting and financial management.

Extensive knowledge in account receivable and account payable. Auditing, Finalisation, Taxation, Financial Reporting, Budgeting. VAT Returns, P&L & Balance Sheet Analysis, Payroll-WPS.

Good Leadership and Organizational skills

Proficient with accounting software, Excel & Word. Able to manage multiple tasks

**PROFESSIONAL EXPERIENCES**

1. **ACCOUNTS MANAGER** at **AUDIO VISUAL RENTAL, Dubai** from **July 2018.**

**Responsibilities:**

Cash Flow, MIS, Bank Reconciliations.

Issue sales invoices, follow up for payments. Accounts payables.

Payroll – WPS.

VAT Returns filing.

Prepare Fixed Asset Register & Depreciation Schedule. Finalisation of Accounts, Interacting with Auditors.

Analysis of expenses, Budget v/s Actuals comparison.

1. **HEAD OF ACCOUNTS** at **ENGINEER PVT. LTD. Pune** from **January 2010 to June 2018.**

**Responsibilities:**

Spearheading finance and accounting operations and participating in the decision making process of overall financial goals of the organization.

Implement, supervise and monitor all the Finance and accounts related matters such as passing of bills.

Journal entries, Bank Reconciliations, Sales Invoicing Debtors & Creditors Ledger Scrutiny, Fixed Assets, Cash Flow.

Ledger posting till the finalization of the Balance Sheet and Profit & Loss account.

In charge for Day to day accounting, cash management, payables, receivables and payroll.

Monthly closure and review of P&L, Balance Sheet, Budget. Preparation of various monthly MIS, Cash Flow statements to be sent to Management every monthly/quarterly/half yearly/yearly also for the AGM.

Handling travel advance and travel expenses, site allowances pertaining to service contracts. Ensuring timely assessment and filing of corporate and individual Direct and Indirect Taxes (GST, VAT, Service Tax, Central Excise), issuance of TDS Certificates.

Liasion with commercial banks for CC & OD limits. preparation of Annual Capital/Expenditure Budget (CAPEX) and conducting variance analysis to find out causes of deviation and undertaking corrective measures.

Coordinating with Internal & Statutory Auditors for Accounts Finalisation.

Coordinating with Company Secretary for ROC Returns filing and maintaining record of Board Meetings, Committee Meetings, AGM’ s, preparation of

Notice, Agenda and Minutes of the meetings.

1. **SENIOR EXECUTIVE ACCOUNTS & FINANCE** at **AUTOMOBILES LLC, MUSCAT** from **September 2008 to November 2009.**

**Responsibilities:**

Preparation of MIS reports for planning & budgeting, expenses / revenue analysis.

Monitoring cash and bank transactions and preparing Cash Flow statement.

Handling Accounts Receivable and follow up with Debtors for collection, re-conciliation of debtors accounts.

Handling Accounts Payable function, Booking of vendor invoices, re-conciliation of vendor balances, arranging funds for making payments on due date.

Inter Company Reconciliations and General Ledger Scrutiny.

**4) ACCOUNTANT** at **SHIP REPAIR LLC; DUBAI** from **April 2006 to July 2008.**

**Responsibilities:**

Handling overall accounting from Primary Books of Accounts to Profit & Loss Account and Balance Sheet, Payroll, MIS, Bills Discounting with the banks, Interaction with the Auditors for Finalisation of year end accounts.

Interacting with suppliers for procurement of material, getting Credit Applications verified, settling of old payments and searching for new suppliers.

Handling contracts and project accounting and making invoices on completion basis and interacting with clients for getting work done/ work completion certificates.

Interaction with production and technical department for co-ordination of procurement and distribution of material on various sites.

Follow up with debtors (domestic and foreign) and handling legal issues if any for recovery.

Handling payroll on ERP package.

Inventory management and stock taking at regular intervals.

Preparing Short Term Working Capital Requirements, Cash Flow Statement, Ledger Scrutiny, Provisions on monthly basis.

**PREVIOUS ASSIGNMENTS**

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August 2005 - April 2006 with UHDE INDIA LIMITED, Mumbai as Finance Executive.

October 1999 - August 2005 with ELDER PHARMACEUTICALA LIMITED, Mumbai as Accounts Officer.

June 1997 – September 1999 with DATAMATICS LIMITED, Mumbai as Finance Executive.

**ACADEMIC CREDENTIALS & IT SKILL SET**

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* Master of Commerce from Mumbai University in November 1996 with 52%
* Bachelor of Commerce from Mumbai University in April 1997 with 51%
* Computer Diploma from Aptech Computer Education (MS Word, Excel, Foxpro, Tally).
* Diploma in Management Studies from Welingkar Institute, Mumbai.

**PERSONAL DOSSIER**

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| **Name** | : | Amol |
| **Date of Birth** | : | 29-11-1973 |
| **Languages known** | : | English, Hindi, Marathi |
| **Gender** | : | Male |
| **Marital Status** | : | Married |
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