**RESUME**

**E-Mail ID:** [**satish.37462@2freemail.com**](mailto:satish.37462@2freemail.com)

**Overview**

More than 22 years of experience in Accounts and sales in various multinational companies in INDIA and GULF.

More than 7 years of experience as an Accountant in GULF.

Familiar with MS-Office (MS-Word, MS-Excel, MS-PowerPoint) and Accounting Packages (Tally, Oracle, TCS Ion).

**Career Objective**

To work in a competitive environment where I can learn and contribute in the growth process of the organization.

**Education**

* Bachelor of commerce (B.Com) from Andhra University., Visakhapatnam, A.P, India.
* Completed Successfully PGDCA (Post Graduation Diploma in Computer Applications) from G.S Computers., Visakhapatnam, A.P, India

**Technical Skills:**

* Accounting Software: Tally, TCS Ion & Oracle.
* Spreadsheet Application: MS Excel
* Word processing: MS Word
* Email platforms: MS Outlook, Outlook Express & Lotus Notes

**Personal Profile**

### Date of Birth : 11-05-1975

Languages known : English, Hindi & Telugu.

Nationality : Indian

Marital Status : Married

**Experience Details:**

**Mar’2016 to Apr’2017**

**Accountant – MANGO HYUNDAI, Visakhapatnam, A.P, India**

* Maintaining of Accounts in a Tally& TCS Ion based accounting System.
* Financial Activities like Cash/Bank/Receivables/Payables/Purchase.
* Preparing Journal entries and Credit Notes for day to day bills on daily basis.
* Preparation of Cash Flow and maintaining petty cash vouchers on daily basis.
* Reporting/sending reports on daily/monthly basis for the related.

**Dec’2008 to Dec’2015**

**Accountant – ASAAT (Al Sharq Al Aqssa Trading) Co Llc, Dubai, U.A.E.**

* Maintaining of Accounts in a Web based accounting System.
* Financial Activities like Cash/Bank/Receivables/Payables.
* Preparing Invoice and Credit Notes for day to day bills on daily basis.
* Preparation of Cash Flow and maintaining petty cash vouchers.
* Reporting/sending reports on daily/weekly/monthly basis for the related.
* Keeping financial reports and records in a track to maintain ISO/Audit system.

**Nov’2007 to Nov’2008**

**BDE (CV-FINANCE) – TATA Motors Finance Ltd (e-nxt Financial Services Ltd.), Visakhapatnam, A.P, India**

* Vehicle Finance for New and Refinance
* Maintaining Daily, weekly and Monthly Reports..
* Reviewing of Day to Financial Activities like collection receivables.
* Well experience in Refinance, Top-up and Repo-Finance.

**June’2005 to Nov ‘2007**

**Manager – SRI DATTATREYA CREATIONS, Hyderabad, A.P, India**

* Covered From Srikakolam to Chittoor Dist and Some part of Talangana

Like Kammam.

* Responsibility for Collections and New Business.
* Directly reporting to CEO
* Preparation of Cash Flow Statements.
* Preparation of New Business Plans and Customer List

**April’2003 to May’2005**

**SR.SALES EXECUTIVE – HASTAH FINANCE LTD., Visakhapatnam, Srikakolam, Vizianagaram, East Godavari, and Some Part of Orissa. A.P, India.**

* Responsibility for Collections and New Business.
* Directly reporting to Management.
* Reviewing of Day to Financial Activities like collection receivables.

**March’1999 to April’2003**

**SR.SALES EXECUTIVE – PRISMS (Authorised Dealer Zee Turner Ltd), Visakhapatnam, Vizianagaram, Srikakolam, East Godavari. A.P, India.**

* Responsibility for Collections and New Business.
* Directly reporting to Management.
* Reviewing of Day to Financial Activities like collection receivables.
* Responsibility for receivables & payments.

**May’1995 to Mar’1999**

**Pilot Sales Representative – Kellogg’s India Pvt., Ltd., Visakhapatnam, Vizianagaram,**

**Srikakolam, East and West Godavari, Krishna and Guntur, A.P, India.**

* Appointing New Distributors.
* Responsibility for Primary and Secondary Sales.
* Responsibility for daily, weekly and monthly Reports.
* Updating customer’s transactions, reconciliation & collection follow-up.
* Conducting Promotional Activities.
* Customer interface, preparation of Monthly Report on collections, coordinating with the managers and the Distributors.