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**ANOOP**

SENIOR ACCOUNTS OFFICER

**PROFILE**

**EXPERIENCE**

I am an enthusiastic, dynamic and accomplished Accounts Officer offering more than 9 years of extensive experience in Trading, Contracting and Rental Divisions accounting processes that have led to increased productivity for the organization. I possess the ability to maintain an active spreadsheet of different types of active accounts. Moreover, I am adept at monitoring accounts payable activity, assisting in monitoring an ageing report and developing comprehensive reports to assist management. I have the capability to meet and exceed goals and the proficiency to utilize my professional skills and leadership qualities for the upliftment of the company and for personal growth.

**SENIOR ACCOUNTS OFFICER**

**Delma Emirates Group, Abu Dhabi, U.A.E**

Aug 2008 - Present

* Managing subsidiary accounts through verification, allocation, posting, and reconciliation of transactions; rectifying discrepancies
* Determining project’s financial status by gathering information, creating balance sheet, calculating profit & loss and preparing cash flow statements
* Overseeing monthly dues age wise and reporting receivables
* Developing monthly variance and stock reports
* Liaising with internal and external auditors for financial updates
* Providing recommendations after thorough analysis of reserves, assets and expenditures; presenting profitability reports of projects to management
* Evaluating new / proposed projects and regulating cost accounting system
* Regulating suppliers’ invoices, payment vouchers and journal entries; also handling petty cash and cheques
* Directing payroll and daily financial & accounting operations
* Creating and checking Letter of Credit and bank guarantees
* Established accounts team and executed internal controls and procedures

**ACCOUNTS & OPERATIONS OFFICER**

**Modern Energy Powerline Electromechanical, Dubai, U.A.E**

Dec 2007 - Jul 2008

* Regulated and recorded daily cash transactions in the accounting journal
* Managed payroll of the company and ensured that accounts receivable and payable are monitored correctly
* Oversaw LPOs and registration of the company’s new electricity and water connection with DEWA (Dubai Electricity and Water Authority)Online Portal
* Negotiated with various suppliers to handle payments
* Ensured full compliance with existing accounting standards, procedures and processes
* Researched discrepancies, developed potential solutions and submitted to senior administrator for review and corrective action

**COMPUTER SKILLS**

**MS Office**

Word

Excel

Power Point

**Tally 9.0**

**Orion 10.6**

**EDUCATIONS**

**CORE COMPETENCIES**

**MASTER OF BUSINESS ADMINISTRATION - Marketing & Finance**

**Calicut University, Kerala, India**

2007

**BACHELOR OF COMMERCE**

**Christ College Irinjalakuda, Calicut University, Kerala, India**

2004

Data Analysis Procedure

Cash Management

Payroll Functions

Accounting Reports

A/R Control

Month End Closing

Profit & Loss

Regulatory Compliance

**PROFESSIONAL ACHIEVEMENTS**

Successfully devised and deployed Accounts team to implement new ERP system

Trained and motivated new and existing employees of the team to maintain back-ups of the financial data

Restructured the accounting system which resulted in improved performance and control of the accounting operations

**PERSONAL INFORMATION**

**Contact**

C/o 971504973598

**Email**

[Anoop.371366@2freemail.com](mailto:Anoop.371366@2freemail.com)

**Date of Birth**

02 November 1981

**Nationality**

Indian

**Visa Status**

Employment Visa (Transferable)

**Driving License**

UAE

**Languages**

English, Hindi and Malayalam

**PROFESSIONAL SKILLS**

Highly detail-oriented and organized

Ability to meet a constant stream of deadlines

Proven ability to work both independently and collaboratively with different levels of employees

Superior analytical and problem-solving skills

Familiarity with accounting software and programs

**REFERENCES**

Will be provided upon request