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| **Sunish** **FINANCE& ACCOUNTS | BUDGETING | ACCOUNTS PAYABLES | ACCOUTS RECEIVABLES***“A dynamic and versatile leader offering* ***nearly 8years*** *of experience with contribution infinancial and management accounting functions & rendering cost savings for the organization”*  sunish.383314@2freemail.com  |
| **Accountant**ATS Travels L.L.CPersonal Details**Date of Birth:** 14th November 1984**Languages Known:** English, Hindi& Malayalam**Visa Status:** Employment Visa Academic Details**M.B.A**from Venkateshwara Open University (waiting for Certificate)**B.Com.** from Mahatma GandhiUniversity, Keralain 2010**Other Course:**Digital literacy certification From Sutherland in 2008Certification* Microsoft Excel 2013
 | Profile Summary |
| * **Results-driven global professional** acknowledged for directing internal and regulatory reporting, accounting operations, budgeting and forecasting which lead to long-term improvements in cost savings, profitability and productivity
* **Driven, highly energized, and recognized** for conceptualizing and implementing financial procedures, internal financial controls and costing in compliance with rules and regulations
* Expertise in reviewing and enhancing all financial procedures and internal controls, automating and integrating financial information systems, directing preparation of financial forecasts with coordinated budget projections
* Proficient in **implementing advanced audit concepts** and techniques in analyzing fiscal, operational and computed based systems
* Expertise in collaborating with management team **in improving and executing strategies**and **processes, accomplishing corporate goals and profitability** for the company
* An **effective communicator** with **skills in leading, inspiring and developing a talented team** that supports the strategic and future needs of the business

IT Skills* Oracle E Travel -2000
* E-Traccs
* Tally ERP 9.1, Quick Books and other ERP Based Accounting Software
* Microsoft Office – Excel and Word
* MS Excel (Aggregate function, VLOOKUP, Pivot table, UDF Macros)
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| Career Timeline |
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| **Kamal industries, Accounts and Administration Assistant****P.M Enterprises,****Accounts &Administration Assistant****Omeir Travel Agency LLC. as Accountant Revenue & Payables****ATS Travel LLC, as Accountant Operations, Revenue & Payables**2014-20172017-Present2012-20142010-2012 |

Core Competencies

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| **Financial / General Accounting** | **Financial Planning & Control** | **Accounting Policies & Procedures** |
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| **Operational** | **Cross-functional Coordination** | **Financial Reporting** |
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| **Monthly Account Reconciliation** | **Statutory Compliance** | **Revenue Accounting&Budgeting** |
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| Organizational Experience**Since Nov’ 17with ATS Travels LLC asAccountant–Payables, Receivables& Operations***(Reported to Finance Manager& Board of Directors)***Key Performing Areas:*** Implementation of Various inhouse accounting process and procedures related to Airline and Various Suppliers.
* VAT Accounting and filing returnsof VAT on FTA portal on monthly basis and its payment through e dirham
* Bank Reconciliation, Cash Reconciliation, Petty cash and Credit Card Reconciliation on excel.
* Preparing financial reports, including reports on Budget Forecasting, Accrual Expenses for the fiscal year.
* Receivable follow up with email and calls on timely basis.
* Revenue and Expense reports on weekly basis for managers to review the position of Accounts Receivable and Payables.
* Events Accounting related to Meetings, conferences and Events related to of giant Pharmaceutical MNC, like Merck, Nutricia

(Danone Group) &Mundi Pharma.* Payments and Reconciliation of various inbound hotel suppliers and transport suppliers as per monthly statements received for services utilized, operational process like invoicing process, generation of credit notes and delivery process.
* Expertise on working for disputed cases on Customer & Supplier complaints related to invoices and other related queries.

**Jan’14 to Nov,17 with Omeir Travel Agency***(Reported to Finance Manager; worked with Revenue Manager)***Key Result Areas:*** Instituting the financial and accounting policies & systems; establishing product line profit & loss statements to identify opportunities and risks; reporting the business plan to the top managementfor every financial year ending
* Preparing financial reports, including reports on relevant accounting standards, disclosures
* Assessing & analyzing data on cash outflow needs from various department of the company in order to effectively forecast cash situations & requirement and implement control measures
* Drafting timely MIS reports and cash at bank statement & cash budget statements on a weekly basis and daily & monthly bank reconciliation statements
* Creating & reviewing monthly performance report, balance sheet, profit & loss account and cash flow statement
* Managing Amortization of Rent for the offices & staff HRA as per the due date in PPJV screen & posting the transaction
* Rectifying inconsistencies by implementing stringent internal control procedures leading to more transparency; conducting periodic analysis of the efficiency of the administration of the finances and advising on the areas of weakness or potential for improvement
* Planning& executing monthly / annual closure schedules and balance sheet finalization; providing monthly financial statements
* Administering accounting, reconciliation, monthly reporting, accounting and intercompany account reconciliation; maintaining the General Ledger; monitoring all approved construction invoices and payment
* Coordinating with internal and external auditors in completing audits

**Significant Accomplishments:****At Omeir Travel Agency LLC*** Revenue Accounting done manually was revamped and done in excel and saved significant time
* Assessed &analyzed the branches making losses in 2016 and reported the same to Finance Director and or CEO; assisted him in decision making regarding the restructuring of offices & staff; which reduced expenses by 8 M Dirham.
* Implemented Operational process and procedures along with flow charts
* Facilitated bank reconciliation in Excel which was earlier performed manually; this saved 4-5 working days.
* Implementation of E-invoicing process with Delivery acknowledgement on a developed portal-based platform.

**Aug’12 to Dec’13 with Kamal Industries as Accountant (India)****At Kamal Industries** * Implemented and migrated from Manual based Accounting to Tally ERP 9.1
* Created Macro in Excel for effective payroll management of 200 employees.
* Implemented Office procedures and protocols with related to visits to Managers and Higher Management.
* Inhouse HR policies and process related to Employee and Employment schemes.
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| **Jul’10 to Aug,12 with Ever shine Tyres & Rubber Products as Accounts and Admin Assistant(India)** |