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|  | Sanjeev Email: sanjeev.384856@2freemail.com  | F:\Sanjeev Resume\DSC_0888 copy (1).jpg |
| **Personal attributes** | Personal attributes |
| A dedicated Senior Accounts & Finance professional with over 20 years of experience in UAE and India. A multifaceted, person with a proven ability in decision-making and analytical mind-set. Looking for a challenging position in growth oriented company, where I can use my extensive experience to help the company grow and achieve its targets. |
|  | **Core Competencies** |  |
| * **Financial & Management Accounting**
 | * **Accounts Payable**
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| * **Budgets & Variance Analysis**
 | * **Inventory Control**
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| * **Payroll**
 | * **Fixed Assets**
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| * **Product Costing**
 | * **Taxation – VAT (UAE), Income tax/Sales Tax (India)**
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| * **Accounts Receivable**
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|  | **Career Graph** |  |
| **Accountant (General Ledger)**  |  **Sharjah ( October 2017 till date)** |
| **Fast Service Centre LLC (Emirates National Group)** |  |
| *Emirates National Group based in Abu Dhabi is mainly into transportation services. It operates through its subsidiary companies like Fast Rent A Car, Emirates Taxi, Emirates CAB, City Transport, Fast Limo, Fast Service Centre LLC., Colemont Insurance Brokers.* |
| * Monthly closing of Accounts of all branches and preparation of Balance Sheet, Profit & Loss A/c and Cash Flow statement, Annual Budgets for the Division.
* Maintaining Accounts Receivable of Fast Service Centre LLC by preparing weekly Receivable Ageing and following-up for payment.
* Preparing monthly VAT Input & Output report and forwarding the same to group company Emirates National Group.
* Verifying petty cash reports sent by cashiers from all location and forwarding to Accounts Manager.
* Verifying petty cash reimbursement sheet of all locations and forwarding for payment.
* Verifying Etisalat, DU, DEWA, SEWA, ADNOC, Abu Dhabi Distribution Co., invoices, posting & forwarding for payment.
* Checking Purchase like Sublet, GRN, MRN for local & inter-group purchase for all locations.
* Updating prepaid expenses schedule and passing journal entries for all locations.
* Journal entries for monthly provisions & amortisation of prepaid expenses for all locations.
* Journal entries for staff Accommodation & deduction.
* Journal entries for staff benefits Gratuity, Leave Salary & Air ticket.
* Calculation and posting of COGS entry for all locations.
* Reconciliation of suppliers' account on monthly basis.
* Reconciliation of Warranty Claim account on monthly basis.
* Reconciliation of control accounts.
* Scrutinizing Trial Balance on monthly basis.
* Preparation of monthly suppliers' payment schedule.

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| **Accounts & Finance Executive** | **Jebel Ali, Dubai ( March 2011 to March 2017)** |
| **Logistics Company Limited (Trading Company)** | **Dealers in GRC & GRP Raw Materials** |
| *Logistics Company Limited ranked 35th under DUBAI SME 100 in 2015, is a company trading in materials for Composite Industries (FRP & GRP), Glass Reinforced Concrete (GRC), Architectural & Automotive Glass Laminations , Machinery for FRP, GRC Liquid Powder Coating and Industrial Chemicals.*  |
| * Managing Accounts & Finance of Logistics Company Ltd., and three subsidiary companies including Logi Composite Company WLL, Qatar.
* Preparation, review and presentation of monthly Profit & Loss A/C and Balance Sheet of Logistics Company Ltd., & Subsidiary Companies including branch in Qatar.
* Verifying all transaction vouchers like, Cash Payment Vouchers, Bank Payment Vouchers & Journal Vouchers and forwarding the same to Managing Director for final approval.
* Preparing weekly cash flow statements and annual financial budgets of Logistics Company Limited and its subsidiaries including Logi Composite Company WLL, Qatar.
* Preparing monthly salary of all branches through WPS and staff leave salary & end of service benefits as and when required.
* Attending auditors during Interim and Final Audit by providing them with the necessary schedules and reports.
* Arranging additional Working Capital through Discounting of Post-Dated cheques, & Export LC.
* Arranging for payment to overseas & local suppliers through Trust Receipt Loan & Short Term Loan.
* Payments to suppliers through Direct Debit or Trust Receipt Loan against supplier’s documents under collection.
* Applying for Import Letter of Credit & following-up with the bank for their issuance.
* Arranging finance for company Car / Equipment purchases.
* Follow-up with major customers for recovery of outstanding payments.
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| **Assistant Manager – Accounts**  |  **Dubai, U.A.E. ( September 1998 to January 2011)**  |
| **Al Yousuf Motors L.L.C** |  **Automobile Dealership** |
| *Al Yousuf Motors (AYM) is a multi-franchisee automobile dealer. It is the sole distributor of Yamaha, Suzuki, & Daihatsu in UAE and also manufactures FRP boats under licence from Yamaha Japan. AYM is a subsidiary of multibillion dirham conglomerate Al Yousuf L.L.C. AYM turnover constitutes almost 33% of the group turnover thereby making it the largest division of the group. AYM has its showrooms, service centres and spare parts shops spread all over UAE.* |
| * Worked as Assistant Manager Accounts (Yamaha) and reported to the Divisional Manager Accounts. (Promoted from Senior Accountant to Assistant Manager from October 2007).
* Maintained computerised accounts for Yamaha dealership– GL, Payable, and Receivable in a shared service environment.
* Prepared monthly MIS reports (Income Statement).
* Prepared quarterly and annual financials including relevant schedules.
* Liaised with external auditors.
* Processed salary (via WPS), sales commissions, leave benefits and end of service benefits for staff (More than 200 staff).
* Prepared Bank Reconciliation Statements for collection and disbursement accounts.
* Monitoring funds available in various bank accounts on daily basis and advice group treasury about the same for optimum utilization of available funds.
* Assisted Divisional Manager Accounts in preparing Annual Budgets.
* Reconciled vendor accounts & process payments for approximately 50 vendors as per their respective credit period to ensure maximum vendor satisfaction.
* Reconciled inter division and intercompany accounts on monthly basis.
* Maintained Fixed Asset register.
* Supervised a team on 3 cashiers and branch accountants handing AR function.
* Prepared daily sales and GP report for Management and indicate to them the fast and slow moving items. This enabled the Management to decide on the best product mix in order to achieve a high GP and NP.
* Supervised annual stock count and co-ordinate with store in charge to eliminate any variances.
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| **Accountant** |  **Mumbai, India. (April1996 to June 1998)** |
| **Sahayog Builders** |  **Construction** |
| *Sahayog Builders is a partnership firm involved in construction of residential and commercial units in and around Mumbai.* |
| * Maintained General Ledger, Receivable and Payable.
* Processed payroll and administered monthly deduction of Tax Deducted at Source and Provident fund.
* Filing of Annual Income-Tax Returns.
* Custodian of petty cash and responsible for reimbursing expenses for approved bills.
* Worked closely with the Managing Partner and Accounts Manager for billing to clients.
* Closely monitored receivables and followed up with defaulting customers.
* Assisted Accounts Manager in finalization of year end accounts.
* Maintained personal accounts all partners of the company.
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| **Accounts & Audit Executive** | **Mumbai, India. (May1994 to March 1996)** |
| **M/s. A. M. Gupta & Associates** | **Audit and Consultancy Firm.** |
| * Conducted Internal and Statutory Audits.
* Filing of Income-tax returns of individual clients.
* Maintained books of accounts for small partnership firms and sole proprietors’ upto finalization.
* Inventory counting of multi-national companies.
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|  | **Skills Inventory** |  |
| Educational Qualifications |
| 1994 | **Bachelor of Commerce (B.Com),** University of Bombay. |
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| Computer Skills**MS Office** Word, Excel, PowerPoint, **MS Windows** and **Accounting Packages –** Tally, Focus & Oracle based accounting software**Languages Known****English** (Read, Write and Speak), **Hindi** (Read, Write and Speak), **Marathi** (Read, Write and Speak) and **Malayalam** (Speak).  |
| **•Residence Visa•U.A.E. Driving License****•Married•Male•DOB: 13-12-1971** |
| \*Supporting Documents and References will be provided on request \* |