**SAMBASIVAN **

**E-mail:** **smbasivan.387955@2freemail.com**

**SENIOR ACCOUNTS MANAGER**

Electrical /Construction / Interior Decoration / Rent-A-Car-Service / Tax Consultant

**Academic**

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**PGDCA (Computer Applications)** from UIIT, Kerala in 1993

**M. Com (Finance & Costing**) from Kerala University in 1992

**B. Com (Finance & Costing**) from Kerala University in 1989 (**UAE &Oman Embassy Attested Certificate**)

**A dynamic leader** with nearly **25years of** rich Accounts experiences in India & Abroad viz.Government ‘A’ Class Electrical Contracting Company, Construction Company, Interior Decoration& Maintenance Company, Rent-A-Car Services Company & Tax Consultancy Company.

Excellence in adopting accounts in the field of Rent-A-
Car Service-in-Charge at **Al-Khobar in Saudi Arabia**. Also better facilitiesprovided to our esteemed company viz. Saudi Drilling Company, Aramex etc. The remarkable appreciation had been attained from the company, i.e. time to time delivery and maintenance of vehicles as per the customer needs and satisfaction.

I had proven my ability to handle accounts as a Project Accountant (100 Million Dirham) for Middle Sex University, **Dubai, U.A.E**within a stipulated time (7 months).

I had proven my ability to handle accounts as a Senior Accountant & Purchaser at **Dubai, U.A.E.** The reputed and esteemed Clients are Du Telecommunications, ABB, BATA, Middle Sex University, Al Nabooda, Damac Properties,AMBB, etc.

**Countries Worked: Saudi Arabia / Dubai / Oman, etc.**

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**SKILL TEST**

* Consolidating of all subordinates for daily routine works and proper guidance.
* Preparing GST, IGST &VAT working documents for submission to CA.
* Weekly and monthly internal auditing
* Preparing LPO for purchase Construction & Interior Decoration Materials in least cost and durable.
* Coordinating with Accounts Receivables & Payables.
* Final report submission to Management.

**Finalization of Accounts**

**Internal Auditing**

**Purchase of Materials**

**Receivables & Payables**

**GST, IGST,VAT Workings**

**Reports to Management**

**EMPLOYMENTDETAILS**

**21stApril 2014 to 31stJan 2019 Royal Power Turnkey Implements Pvt. Ltd, Pune, India - Senior Accounts Manager**

**Role**

* Finalization of Accounts
* Monitoring Debtors & Creditors
* Dealing with all banking activities
* Coordinating all documentation for Auditing
* Managing GST, IGST & VAT workings for submission of all Taxation
* Controlling and dealing of all financial matters
* Weekly & monthly internal auditing
* Final approval of outstanding payables
* Proper documentation of all correspondence of accounts related issues
* Daily, Weekly & Monthly report to Management

**Projects in India**

* Housing Board- Raipur, Chhattisgargh
* Naya Raipur Development Authority – Raipur, Chhattisgargh
* MIDC E & M Division – Hingewadi, Talegaon, Chakan, Pune, Maharashtra
* PCMC – Sambhaji Nagar, Pune – Maharashtra
* GED Department - Sada, Mapusa, Bicholim – Goa
* PWD – Pandharpur - Maharashtra

**July ‘11 – Feb ’14 Al Nahdha Al Omaniah Co. LLC – Muscat, Oman - Senior Accountant**

**Role**

* Controlling & managing of co-workers
* Supervise outstanding receivables & outstanding payables
* LC preparation & its documentation.
* Evaluation of all petty cash inflow & outflow
* Reconciliation of general accounts day by day
* Weekly report submission to Chief Accountant
* Checking of all payment details and preparation of final payment reports
* Assist for Finalization of Accounts to Chief Accountant

**CLIENTS in Sultanate of Oman**

Major clients of **NOC** are:

* Petroleum Development Oman. (PDO) - Oman
* Royal Oman Police (ROP) - Oman
* Ministry of Health (MOH) - Oman
* Public Prosecution - Oman
* Ministry of Foreign Affairs - Oman
* Ministry of Housing ,Electricity, and Water - Oman
* Ministry of Transport & Communication
* Diwan or Royal Court – Oman
* Ministry of Defense (Engg. Division) - Oman
* Ministry of Regional Municipalities, Environmental, Water Resources-Oman
* Muscat Municipality - Oman
* Oman Refinery Company - Oman
* Oman Cement Company – Oman

**Mar ‘02 – May ‘11Al Sulaiteen Maintenance & Decoration Co. LLC, Dubai, U.A. E - Accountant-cum-Purchaser**

**Role**

* Finalization of Accounts
* Bank reconciliation of all books of accounts & Bank
* Preparation of LPO regarding interior decorative materials at least cost and durable.
* Handling petty cash & Payroll systems.
* Documentation of all correspondence related to accounts
* Managing all outstanding receivables & payables
* Weekly report submission to Management

**CLIENTS in DUBAI**

Major clients of **SIDM** are:

* Du Telecommunication
* Middlesex University
* AMBB
* Al Naboodha
* Bata

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**Jul ‘97 – Feb ‘02 Allied Arms Company Ltd (Member of Al-Youseif & Fawazi Group) Al Khobar, Saudi Arabia - Accountant –cum- Rent- A- Car Service- in- Charge**

**Role**

* Maintaining books of accounts, reconciliation of bank statement
* Coordinate with vehicle delivery and servicing as per the needs and satisfaction to the major company.
* Prepare LPO for purchase new vehicles and its insurance procedures.
* Handling petty cash.
* Weekly and monthly accounts statement submitted to Head of Accounts Department.

**Sept ’93 – Jun’97 S.B. Associates, Ranni, Kerala, India - Tax Consultant**

**Role**

* Prepare Books of accounts in different shops & Company
* Prepare statement of accounts for taxation as per the Government rules & regulations and submission to Tax Department.

**PERSONAL SNIPPETS**

Date of Birth : 20-07-1962

Marital Status : Married

Religion : Hindu

Nationality : Indian