|  |  |
| --- | --- |
|  | MUKESH **HOLDING FREELANCE VISA UAE****B.Com, M.Com**Total Experience: 12+ yearsEmail at mukesh-394653@gulfjobseeker.com  |

**Objective:** To work with a prestigious organization and challenging projects which enable me to enrich my learning experience thus paving a way for my long term growth along with the growth of my contribution to the organization.

**Area of expertise:**

* Financial Reports (Balance Sheet, Cash Flow & Budget & Income State.)
* General Accounting with statutory compliance
* Excellent command in Excel
* Fixed Assets Register Maintenance, Accounting & Controls.
* Reconciliation of Accounts.
* Deal with Bank for LC’s & Other Facilities
* Various Management Accounting Reports.

**Strengths:**

* Remarkable talent for the compilation, verification, analysis, interpretation, and dissemination of crucial financial data – whether actual, foreseen, or budgeted.
* Proven ability and proficiency in implementing, analyzing, and managing new accounting procedures and systems; adept at systems integration and staff training.
* Unique talent for determining specific, measurable, attainable, realistic, and time-measured financial objectives.
* Remarkably skilled in developing reports for the top management, summarizing the company’s financial status in various business aspects and coordinating the preparation of tactical plans, financial forecasts, and budgets.
* Outstanding talent and ability to develop and update accounting, finance, and management procedures and policies.
* Utilizes a highly organized, self-motivated, and proactive approach to work.

**Employer Detail & Job Responsibility**

Company Name: **Logistics Company**

Location : **Doha, Qatar**

Financial software : **ERP by Ramco**

Designation : **Asst. Manager -finance**

Duration : **July 2008 to June 2019**

**Job Responsibilities**

* Responsible for the preparation of monthly financial results, budget, and quarterly forecasts, and completion of the reporting requirements by Management.
* Perform detailed analysis of accounts, prepare month-end reports, and presented to top level management.
* Conduct a review of the monthly Business Activity Statements and balance sheet reconciliations.
* Responsible for monitoring stock levels and performing inventory reconciliations.
* Responsible for monitoring Price Comparison for all Item purchased by company.
* Suggest modifications and improvements to existing processes and help in the evaluation of such changes at the level of accounting, Policy and MIS reporting.
* Presentation in power point of business Budget planning&Forecasting in front CEO and GM.
* Ensure business unit policies and procedures are followed.
* Conducting financial investigations and support to internal Auditors.
* Analyzing and examining operating costs and organizations’ income and expenditure as per Budget and actual. And comparing business achievement MIS against budget during the year.
* Controlling and monitoring company’s cash flow and arranging fund for company’s external investment policy.
* Ledger scrutiny and rectifying the books errors.
* Preparation of cash projection MIS report on Monthly basis.
* Handling of all confidential documents related to bank & Company.
* Weekly presentation in front of General Manager & with concern person about all Debtors, Creditors, sales & R & M Expenses status in the period as per budget plan.

**Previous Employer’s Detail:**

Location : **Delhi, India**

Financial software : **Tally**

Designation : **Sr. Accounts Executive**

Duration : **November 1st, 2006 to June 30th, 2008**

**Job Responsibilities**

* Checking and verifying day to day expenses Voucher for Fuel and making fuel Consumption report with mileage and sending to CFO & Country Head on daily basis.
* Monitoring Driver’s Trip Expenses on outside Vehicle hiring.
* Leading Billing Department for Bills Generation & Submission on daily basis.
* Preparing Daily Sales Report MIS for Management by Vehicle wise
* Co-ordination with operation Manager for Car Rental Agreement and Driver’s Duty Resume Planning.
* Responsibility for keeping record of billing on Daily basis.
* Preparing Outstanding Statement client wise.
* Comparison of actual cost sheet with budgeting for Major Expenses.
* Processing plans for supplier’s payment on Monthly Basis.
* Calculation of Service Tax & Vat return as per invoicing. And supporting to making report for Tax filling.
* Controlling Employee TDS and Provident fund report and coordinating for Tax return for Employee.
* Coordinating in Preparation & consolidation of Profit And Loss A/C of Regional & Head Office with Finance Manager.
* Coordinating in Internal & External Audit and providing information to them.
* Preparation Bank Reconciliations on daily basis.
* Reconciliation of Receivables & payables accounts.

**Computer Skills:**

Accounting Software - Tally, Peachtree,oracle, ERP

Other Software - Ms-Window, Ms-Word, Ms-PowerPoint, Ms-Dos, Ms-Excel,

 Internet Explorer, Outlook Express, Microsoft Outlook

**Academic Record**

|  |  |  |
| --- | --- | --- |
| **Year** | **Degree/ Course** | **Institute** |
| 2003-2005  | Post-Graduation  ( M. Com )-Taxation | JiwajiUniversity, Gwalior (M.P.) |
| 2000-2003 | Graduation (B. Com) | JiwajiUniversity, Gwalior (M.P.)  |
| 2000 | 10+2 Commerce  | Indira Gandhi Higher Secondary School, Shivpuri (M.P.) |

**Personal Detail:**

Date of Birth :03rdDecember 1983

Sex :Male

Marital Status :Single

Nationality :Indian

Languages Known :Hindi, English

Interest & Hobbies : Travelling, Music

………………………………..

**(MUKESH)**