

SENIOR ACCOUNTANT / FINANCE CONTROLLER

Summary

Aim to work for a progressive organization in a growth oriented position that gives enough scope to sharpen my skill accordingly to the latest demands at the same time to work towards the growth of the organization and To seek challenging avenues where, my knowledge and experience matches with the organization's growth and to continue for the achievement of organizational goals with the betterment career prospects.

Highlights

- MS- Word, MS-Excel.
- Windows.
- Internet
- Software & Hardware
- tally
- peach tree
- manual accounting
- leadership
- Well knowledge in Complete ERP system,
- Working closely with the Accounting modules as per business rules.
- Ample to knowledge on basic computer applications use full in the day-to-day office administration
- Created and maintained an efficient communication system within the assigned department, and across other departments.
- Well knowledge in various accounting software's

Accomplishments

Title : a study on working capital management

Client : ULCCS Private Limited (45 Days Duration 2012)

Description : The project entitled "A Study on working capital management" is a study of various aspects related to the company and its peer groups, which includes the fund holding statement, income statement, balance sheet and key financial ratios. A variance analysis is been done to know the financial performance of the company.

Experience

Senior Accountant / Finance Controller Nov 2013 to Aug 2015

Company Name

- Responsible in the safeguard of the company's revenue by ensuring that products and services are well marketed to our existing clients. Covered all type of concerned duties include data entry Bank reconciliation, debtors and creditors reconciliation. Keep the company documents and data as confidential. Handling petty cash book. Managing accounts receivables and payables. Review of accounts and statements periodically. Maintaining payroll. Invoicing LC Preparation and Invoice Factoring and Payroll administration with salary for employees, in tally & excel.

Internal Auditor Feb 2010 to Jul 2011

Company Name

- Performs administrative clerical duties. Ensures adequate monitoring of supplies and all materials required, and ensured their proper inventory. Responsible in the safeguard of the company's revenue by ensuring that products and services are well marketed to our existing clients. Ensure suppliers and other parties are paid on time. Covered all type of concerned duties include data entry Bank reconciliation, debtors and creditors reconciliation. Review of accounts and statements periodically. Maintaining payroll. Keep the company documents and data as confidential. Handling petty cash book. Maintenance of accounts file, ensuring accuracy and completeness. Managing accounts receivables and payables. Co-ordinate with banks.

Assistant accounts clerk/Document Controller Jan 2008 to Jan 2010

Company Name 1/4 State

- In charge in the recording filling personal data of every staffs in the Bank. Maintenance of accounts file, ensuring accuracy and completeness. Managing all type of files. Handling petty cash book. Covered all type of concerned duties include data entry Bank reconciliation, debtors and creditors reconciliation. Review of accounts and statements periodically. Prepared supporting documentation for auditing whenever customers or auditors required.

Education

M.COM (Master of commerce) , commerce 2013 madras university 1/4 City , State , india

affiliated to madras university 2013, chennai, india. (distance education), and specialised into commerce.

MBA , finance & marketing 2013 karpagam university college 1/4 City , State , India

successfully completed 2011-2013 the batch, specialized into finance and marketing.

B.com (Bachelor of commerce) , commerce 2010 calicut university 1/4 City , State , India

specialized into commerce.

Accounting software's Certifications , professional accounting 2009 IPA ¼ City , State , INDIA GPA: GPA: 7.2

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MBA
Certifications

Diploma in Business Professional Programmer ('O'level) Â

Duration :1 Year

Platform : windows

Under : Certified by Doeacc society Govt Of India- Business professional programmer('O'level) (Under AICTE-DIT Scheme) Description : The objective of the course was programming the computers and solving problems.

Title :Microsoft Office Â

Duration : 6 Month

Platform : windows

Description : Completed Office automation including ms-office and excel

Title: Professional accounting

Duration : 6 Months

Platform : windows

Accounting practice : Practical Accounting - Certified by CPA (in IPA vatakara). Â

Description : Complete Manipulation of accounting softwares and manual accounting .

Languages

English, Malayalam,hindi and Tamil, (Read &Write) : English, Arabic, Hindi, and Malayalam.

Personal Information

Date of Birth: 14-05-1987

Marital Status :Engaged.

Permanent Address : Rabiya's house,

Vatakara-beach (PO),

Kozhikode, Kerala-676506.

Nationality :Indian.

Languages Known:

(Speak) : English, Malayalam,hindi and Tamil,

(Read &Write) : English, Arabic, Hindi, and Malayalam.

Current Location : Doha Qatar

Driving Licence : Indian

Passport No : J1888069.

Visa status : yearly work visit

Qatari Id No : 28735642209

Additional Information

- Highly Committed & Positive attitude
- Self Confident and Dedicated
- Diligent worker
- Result oriented in given time
- Adaptable to any environment
- Carries Valid indian Driving Licence
- Ability to face challenging responsibilities.
- Strong positive attitude and quick adaptability and flexibility with work.
- Self-starter and seeks new challenges and responsibilities.
- Ability to work both independently and as part of a team with professionals at all levels

Skills

- Academic,
- Accounting,
- Accounting software,
- accounts receivables,
- administrative,
- auditing, balance sheet,
- Bank reconciliation, basic,
- book, clerical,
- Hardware,
- computer applications, clients,
- data entry, documentation,
- ERP, ERP 9, filling,
- financial,
- inventory,
- Invoicing, Managing, materials,
- MS-Excel, excel,
- ms-office, Microsoft Office,
- Windows, MS-Word, office administration,
- Office automation, payables, Payroll,
- PEACH TREE, Peachtree, Programmer, programming, Read, recording, Scheme, type, variance analysis