

SENIOR MANAGEMENT PROFESSIONAL: FINANCE & ACCOUNTS
Industry Preference: Construction & Trading

PROFILE SUMMARY

- **14 years** of experience in Financial Accounting, Planning & Reporting in Trading industry
- **A keen analyst** with a distinction of reviewing, investigating and correcting errors and inconsistencies in financial entries & documents that leads to transparency in reporting to internal and external stakeholders
- Demonstrated excellence in ensuring compliance with applicable policies, contracts and regulations
- Hands-on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements
- Skilled in **handling audit assignments**; pivotal in collating and validating inputs required for audits and sharing the same with the audit team; coordinating for queries raised by auditors and successfully completing audits within agreed timeframes

AREAS OF EXPERTISE

- Planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements and administering the closing process
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the general ledger
- Preparing and presenting weekly and monthly management reports on cost & benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- Controlling and maintaining fixed assets; streamlining reports & entries, undertaking physical verification of assets and ensuring that all assets are ensured at the correct value
- Conducting operational, financial, process and systems audits designed to review and appraise the client organisation's activities, systems and controls

EMPLOYMENT DETAILS

Sep' 07 – Till Date with Al Habibi Trading Company LLC, , Sultanate of Oman as Sr. Accountant

Key Result Areas:

- Accountable for the:
 - Maintenance of cash & bank books for local currency and foreign currency accounts (GBP, USD, Euro & Yen)
 - Processing the foreign principal payment
 - Preparation of the age wise debtor statements and accounts receivable statements
 - Cash flow & fund flow statement
- Carrying out reconciliation of:
 - Vendor Ledger
 - Petty cash books & foreign currency accounts
- Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met
- Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities
- Handling the preparation of:
 - Report against the external auditor note
 - Monthly Finance Report
 - Inventory Status Report
 - Fixed Asset Schedule on monthly basis
 - Payroll sheet including leave & final settlement for employees
 - Fixed Assets Schedule

Jul' 05 – Aug' 07 with Atul Singh & Co. Chartered Accountant, Rampur, UP as Audit Assistant

Key Result Areas:

- Responsible for the:
 - Statutory & Financial Audit of Manufacturing & Trading Companies
 - Maintenance of books of accounts of the clients
- Conducted annual audit of commercial banks
- Involved in the maintenance of inventory register which involved Inventory valuation report, Inventory flow report
- Handled the preparation of:
 - Working Capital Statements for the clients
 - Statutory documents for raising long terms loans from commercial banks
 - P&L & Balance Sheet of client with audit report
- Provided the reports related to the discrepancy in trial balance

EDUCATION

- **M.Com.** from R.J.P. Budelkhand University, Bareilly in 2004
- **B.Com.** from R.J.P. Budelkhand University, Bareilly in 1999

PERSONAL DETAILS

GCC Driving License:	GCC Driving License/ Valid Omani Driving License No. xxxxxxxx (Valid till 24 th December 2021)
Marital Status:	Married
Date of Birth:	1 st January xxxx
Passport No.:	L33xxxxx (Valid up to 5 th August 2021)
Linguistics:	English, Hindi, Urdu & Arabic
Nationality:	Indian
Visa Status:	Full time employment Visa
No. of Dependents:	3(Wife & 2 kids)
Location Preference:	UAE/ Saudi Arabia/ Qatar