

# ASIF CHERUPARAMBIL

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## Senior Level Professional Accountant

To pursue a career and to attain a position in a progressive company which will allow me to grow and develop my creative and technical skills, and expose me to the newest media and cutting edge technology, where I can use my knowledge and skills to the maximum extent.

### Core Competences

- 9+ Years of Progressive Experience
- Finance & Accounting
- Accounts Payables
- Accounts Receivables
- Fund flow Statement
- Cash Flow Statement
- Inventory Management
- Reconciliation
- Banking Facilities & Management
- Project Accounts
- Payroll & WPS
- Internal Audit & Reports
- Budgeting
- Team Management

### Work Experience

Over 9.8 Years' Experience in Finance / Accounting.

#### Financial Accountant

15th Jun 2015 – 07 Feb 2021

MILESTONE CONSTRUCTIONS LLC - Abu Dhabi, UAE

5 Years & 7 Months

A **Khalifa fund** Member **Construction firm** Building Privet Villas & Commercial Buildings.

- Preparing monthly Financial Statement and schedule for the Management.
- Preparing Bank, Debtor and Creditor reconciliations.
- Preparation of Fund Flow & Cash flow statements
- VAT accounting, record keeping, monthly returns and monthly reports in line with applicable VAT laws.
- Prepares tax statements, financial statements at required intervals.
- Prepares business income tax returns and statements for audits
- Prepares tax provision schedules by reviewing, preparing, and consolidating provision schedules
- Payroll processing for staff and maintaining a payroll data base.
- Monitoring inventory levels and trends.
- Monthly analysis of expenses and Comparison.
- Managing the Suppliers and credit limits for the agents and managing the credit collection.
- Arranging and Handling all kind of bank facilities
- Verifying and controlling all the sub contractor and supplier payments.
- Managing Petty cash by liaising with the petty cash holders. Effectively controlling the cost and informing The Management with the implementation of cost control measures successfully.
- Conducted internal checks prior to audit to resolve any discrepancies
- Actively involving in annual Audit of the Company.
- Performed all other activities falling under the jurisdiction of my job responsibilities

**Accountant cum Office Admin****10 Oct 2012 – 27 Nov 2014****JAZEERAT AL KHAIR USED CAR TR L.L.C – SHARJAH, UAE****2 Years & 1 Month**

One of the most leading Pre-owned automobile Importers specialized in providing reliable and safe pre-owned automobiles both in the region and internationally.

- Preparation of computerized accounting up to finalization.
- Preparation of monthly Bank Reconciliation Statements and Raising invoices.
- Preparation of Management reports like Trial Balance, Profit & Loss account, and Balance sheet.
- Profitability analysis of inventory.
- In charge of petty cash and Preparation of Payroll for the employees.
- Managing Accounts Receivables and Accounts Payables.
- Manage transactions and the accounts of Suppliers in U.S.A and U.A.E in multi-currency.
- Releasing Vehicle Clearance Certificate (VCC) and sale letter to Customers.
- Actively involving in annual Audit of the Company.

**Admin In charge:**

- Receive the customers approaching to the front office.
- Assist the customer with their passion and needs about the vehicle.
- Analyze the customer needs and availability of the vehicle.
- Participating in online Auction from U.S.A for buying Motors.
- Managing the logistics services related to U.A.E. Customs Document standard.

**Accounts Assistant****May 2010 – July 2012****AMPLE TECHNOLOGIES, Ponnani, Kerala – India.****2 Year & 2 Months**

- Issuing invoices and follow-ups.
- Preparation of monthly Bank Reconciliation Statements.
- Daily Follow up and monitoring of Payments & Receivables.
- Petty Cash Management.
- Preparing the monthly payroll.
- Assisting the Accounts manager for preparing financial statements.

**Academic Credentials**

- **M.B.A.**(Master of Business Administration) pursuing from Bharatiar University, Tamilnadu-India
- **B.Com** (Bachelor of Commerce) from University of Calicut, Kerala, India.

**Certifications**

- **CMA US** -pursuing (Certified Management Accountant)

**Computer Certification/Qualification**

- SAP FICO -ECC 6.0 (IDES Ver. EHP5).
- Advance Diploma in Manual & Computerized Accounting (ADMCA).
- Certification in Microsoft Word, Excel, PowerPoint (IGNET).
- Excel for Advanced Accounting.

- Proficient in Tally ERP9, Peach Tree, Orison Financial & EZ Business ERP & other Independent Accounting Packages.

#### Strength

- Sincere, Honest & Dedicated
- Disciplined and sociable
- Hardworking, self-motivated and result oriented
- Able to work in critical situation and an effective Team Leader

#### Personal Details

Nationality	: Indian
Marital Status	: Married
Date of Birth	: 30-12-1988
Language	: English, Hindi, & Malayalam
Hobbies	: Listening Music, Movies, Cricket & Web Development.