**PremjiThundiyil George**

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| Objective  Profile Summary  Career Summary  Skills  Education  Personal Information | Organized and Professional Accountant contributingto the growth of the organization. By applying costing and accounting techniques, internal auditing, control the costs, effective use of resources, decision making process from alternatives thereby profit maximization and growth  -Working Experience : 18 + years of working experience as an Accountant  -Qualification : MBA Finance, CCA, ACS inter  -Duties Performed: From Vouching to Finalization, perform with external auditors, Management Report Monthly,Quarterly and Yearly, TAX filing  Adopting Internal control Measures  **Accountant & Controller** (Present from November 2009)  COMPANY: TATWEER TELECOM, Riyadh (Formerly RTS, RAWABI HOLDING)  DUTIES AND RESPONSIBILITIES  -Preparation of Financial Statements;  -finalization of monthly & Yearly accounts  -Management Reports: Performance, Sales, Forecasting  - Cash Flow Statements, Funds Flow Statements, reconciliations  -TAX Filing  - Controller over Inventory matters  -Project Costing  - Budget Controller  -Treasury Manager  -Internal Auditing  -Perform with the External Auditors  **ACCOUNTANT** (from 1998 October to 2008 April )  COMPANY: NESTLE WATERS SAUDI ARABIA (Springs Water Co. Ltd. Dammam)  DUTIES AND RESPONSIBILITIES:   * preparation of Financial Statements * Finalization of Accounts * making control over account receivable and account payable * bank reconciliation * Inventory control and material management * designing the controlling frame work in different departments in the organization, inorder to achieve proper control of finance and materials   **ACCOUNTANT** ( from 1994 January to 1996 June)  COMPANY: ABAN LTD., Madras, India  DUTIES AND RESPONSIBILITIES:  -Preparation of balance sheet, finalization of accounts, maintenance of various ledgers and cash book, bank reconciliation statement  **ACCOUNTANT CUM CASHIER** (from 1992 December to 1993November)  COMPANY: VIJAYA EXPORTS LTD., Tirupur, India  DUTIES AND RESPONSIBILITIES:  -Preparation of bank reports, bank reconciliation statement and preparation of different vouchers that necessary for the control of cash  Worked in a mechanized environment and been experience on accounting program OSTAZI SYSTEM (NESTLE WATERS), TALLY in (ABAN LTD., MADRAS)  MCBA and DELTA (RAWABI HOLDING & TATWEER) UNDER ERP  Other known programes: EXCEL, MS WORD, POWERPOINT  Functional communication in the inter department, service communication with the auditors and the top level management   * MBA Finance - Venketaswara University * CCA –Kazian School of B Mangt * ACS INTER, INSTITUTE OF COMPANY SECRETARIES OF INDIA * B Com – Kerala University * RTIM,ISSUED BY THE GOVERNMENT OF INDIA   (License to operate marine communication devices)  Date of Birth: may 31, 1969  Nationality: Indian  Languages known: English, Hindi, Arabic, Malayalam  Passport Number : K9733826 |
| I hereby confirm that all the information provided here are true.  Yours Faithfully  Premji T. George | |