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| **Vilas A.Dhuri**  **Accountant**  **E-mail:**vlsdhuri@yahoo.co.in  India, Mumbai  **Mobile: Bahrain**:+973 37707149 **India** : 0091 9967248696 | C:\Users\Accounts\Desktop\vilas\New Folder\20150429_074901.jpg |

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| **Carrier Objective** | **To apply my accounting experience to a role in project accounting, and further develop my skills across different accounting areas to maximise my expertise and efficiency in the position.** |
| **Personality** | A dedicated team player, single point management capabilities, Excellent vendor/supplier data base, trouble shooting abilities, good communication capabilities, Flexible, willingness to accept responsibilities, versatile, crisis management and out of the box thinking packed with practical work experience. Also a trustworthy colleague capable of dealing with constant challenges and leading change. On top of all positive attitude. |

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| Career Progression |  |

**Accountant** (Reporting to Business Dev.Director) **Dec-2016**

**Present**

Badawi Pastries, Kingdom of Bahrain

**Accountant** (Reporting to Finance Controller) **Aug-2013-**

**Nov 16**

Bukhowa Investment& Holding Co., Kingdom of Bahrain

**Accountant** (Reporting to Sr.Managing Director) **June 12-**

**July 13**

Shomeli- Hidd, Kingdom of Bahrain

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| **Accountant** (Reporting to Sr. Accounts Manager) | **Nov.07- May 12** |
| Prabhat Steel Traders Pvt.Ltd.- Darukhana, Reay Road |  |
| **Accountant**(Reporting to Sr. Accountant) | **April 04 –Oct. 07** |
| R.M.Bhuther& Co.- Nariman Point, Mumbai |  |
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| **Accounts-Assistant** (Reporting to Accountant) | **Jan 01 – Aug. 03** |
| NarainLables (I) Pvt.Ltd.- Lower Parel, Mumbai |  |
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| **Accounts-Assistant** (Reporting to Accountant) | **April 96-Jan 01** |
| Neha Metal Ind.Pvt.Ltd.- Prabhadevi, Mumbai. |  |

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| Proven Job Role |  |
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| 1. **Badawi Pastries (Present from Dec-2016)**   **Restaurant business –M/s. Badawi Labanese Restaurant**  Reporting directly to the Business Development Manager for the following   1. Responsible for maintaining accurate books of accounts on timely basis. 2. Preparation of financial information, management reports and other informations. 3. Preparation of sales report daily basis & maintaining expenses accurately. 4. Preparation of Bank Payment vouchers, Journal Vourchers & maintenance of accounting records. 5. Processing of Creditors Payments. 6. Entering data in accounting software on timely basis. 7. Compile and analyze financial information to prepare entries to accounts,such as general ledger accounts, and document business transactions. 8. Preparation of Payroll & maintained employees track for timely basis 9. Preparation of financial report at the year end. 10. Interact with internal and external auditors in completing audits. | |
| 1. **BukhowaInvestmentsHolding Co.Bahrain (July-2013 to Nov 2016)**   **Restaurant business –M/s.Yum Yum Tree Food Court SPC**  **R**eporting directly to the Financial Controller and responsible for the  following:   1. Responsible for maintaining accurate books of accounts on timely basis. 2. Assisting Financial Controller for preparation of financial information,   Management reports and other informations.   1. Job cost and keep track of Actual Cost against the approved Project Cost budget 2. Preparation of Bank payment vouchers, journal vouchers and maintenance   of accounting records.   1. Prepare cash flow forecast, bank reconciliation, 2. Processing of Creditors Payments. 3. Entering data in accounting software on timely basis. 4. Compile and analyze financial information to prepare entries to accounts,such as general ledger accounts, and document business transactions. 5. Establish, maintain, and coordinate the implementation of accounting and accounting control procedures. 6. Analyze and review budgets and expenditures for local,state,federal and   Private funding, contracts and grants.   1. Monitor and review accounting and related system reports for accuracy and   completeness.   1. Prepare and review budget,revenue,expense,payroll entries,invoices,and   other accounting documents.  13.Explain billing invoices and accounting policies.  14.Resolve accounting discrepancies.  15.Interact with internal and external auditors in completing audits   1. **Shomeli-Bahrain (June-2012 to July-2013)**   **Furniture Manufacturing & Interior Designing Company**   1. Responsible for vendor maintenance on Finance System ensuring compliance to data standards. 2. Prepares and processes purchase orders, invoices, cheque requests, manual cheques and contract payments. 3. Ensures purchase orders, receiving and invoices are matched. 4. Responsible for processing and maintenance of encumbrances (Fee for Service Contracts, Lease Agreements, Rental Agreements, etc). 5. Reviews and approves purchasing and accounts payable transactions for posting to System. 6. Provides guidance regarding purchasing and financial standard practices to college personnel and vendors. 7. Responsible for ensuring compliance of standard practices. 8. Recommends change to purchasing and other financial policies and practices. 9. Responsible for managing year-end cut off processes for Accounts Payable. 10. Responsible for the accuracy and timely processing of weekly cheque printing. 11. Responsible for cheque stock inventory & safekeeping of same. 12. Liaises with Budget Officer to solve day to day budget issues. 13. Provides reports as required by Finance management team. 14. Other general accountingduties as assigned 15. **Prabhat Steel Traders Pvt.Ltd. (Nov-2007 to May-2012)**   **Steel supply company. Manufacturer & Traders**  Handling Daily Accounts in computerized, Banks Transaction, BRS. Looking After all fixed payments such as Insurance, Telephone, Electricity of all sites & offices, All Sister concerned Accounts handling, Tax matters such as TDS deduction & payment like M.Vat, C.S.T., Form F, Form C, Service Tax . Parent Co as well as sister concerns. Handling creditors & debtors like billings, outstanding, T.D.S.deductions, filing T.D.S.returns, made T.D.S.Certificates.   1. **R. M. BHUTHER & CO. (April-2004 to Oct-2007)**   **An event management company Exhibit Builders**, Decorators, Architects, and Furnishers having tied up with German based company Allusett Systems -Gmbh. Our major clients are Gem& Jewellery Export Promotion Council (GJEPC), IIT, Hindustan Lever Ltd., Chemtech, CMAI, etc. The organisation is on the approved panel of Government, PWD, ITPO, WTC and Others.  Handling Daily Accounts both computerized & Manual, Banks Transaction, BRS. Looking After all fixed payments such as Insurance, Telephone, Electricity of all sites & offices, Preparation of all Bank Stock Statement, All Sister concerned Accounts handling, Tax matters such as TDS deduction & payment. Parent Co as well as sister concerns. Handling creditors &debtors like billings, outstanding, T.D.S.deductions. Administrative function of accounts dept. Preparation of FinalAccounts of sister concerns etc.   1. **NARAIN LABLES INDIA PVT.LTD. (Jan-2001 to Aug-2003)**   **Computerised Woven Label Company**  Job Involve Daily Accounts ,Invoicing, handling cash book, petty cash book, Bank Transaction , Sales Tax matter with Tax Consultant & Also Managing All Agent & Client, all bank related work, Handling Administrative Work of Office independently & other Correspondence Work.   1. **NEHA METAL INDUSTRIES PVT.LTD. (April-1996 to Jan-2001)**   **Manufacturer of Aluminium Seals & Pilfer Proof Caps**  Handling Daily Accounts, Cash Book, Banks Transaction, Stock Statement Preparation Handling Clients & Debtors, correspondence, Maintaining Stock Register, Sales Register, Purchase Register, Attending Sales Tax Assessment Matters with our consultant. Handing Administrative work of office independently and other correspondence work. | |
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| Training Programme |  |

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| ● Diploma in Export Management from Indian Institute of Export Management  at Bangalore (Correspondence) |  |
| ● Completed Typing 40 w.p.m. English. |  |
| ● Completed Typing 40 w.p.m. Marathi |  |

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| Education |  |

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| **Bachelor in Commerce** |  |
| T.K.Tope Parel Night College-Mumbai University |  |

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| Computer Skills |  |

Completed Diploma in Computers Operation & On Line Data Entry

Ms-Office, D.T.P. Windows -2000, Excel, Tally ERP-9

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| Language |  |

Fluency in English, Hindi, Marathi

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| Professional Objective |  |

For better prospect in accounts, hard working in accounts

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| Personal Details |  |

Nationality : Indian

Date of Birth : 6th September, 1974

Marital Status : Married

Passport No. : H8650974

Visa Status : 12/2/2020 – 12/2/2021

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| Reference |  |

Reference shall be furnished promptly upon request.

**( Vilas A.Dhuri )**