

**SAMUEL MANOHARAN**

United Arab Emirates– Abu Dhabi

Email: samumano@yahoo.com

**Mobile:00971-050-4274961****Objective**

Seeking a position as a suitable position in finance where extensive experience will be utilized to maximize company potential. Willing to relocate.

**Personal & Professional Profile**

- » 12+ years of core expertise in finance operations, and handling high and low end aspects Of financial accounting for leading organizations.
- » My key skills include financial accounting, budgeting & forecasting, auditing, invoicing, A/R, A/P, P&L, BS, bank reconciliation, inter-company analysis and preparing financial Statements.
- » My technical proficiency in functioning various software pertaining to Tally, Sage, Pact, QuickBooks, Focus, ERP, Peachtree & COMPRO render me capable of utilizing these skills For any tasks assigned to me.
- » Moreover, my attention to detail, ability to work under pressure, result orientation and Creativity backed by strong communication & interpersonal skills has further enabled me to achieve great results
- » **Can Join immediately.**

**Working Experience**

June 2014–Present- Sofia Group - Abu Dhabi – UAE

**Senior Accountant/Group Accountant(internal Auditing)****Principal Duties & Responsibilities**

- »Monitoring Online **Bank Accounts** Fund&Expenses of Branch company&**Assisting CFO** Sofia Gifts Establishment, Sofia Electronics Trading ,Masat Trading ,Masat Gulf Trading, Masat for Gems Batk Tech. Representation Companies,Batk Air Space spares Parts,Batk Technology Security Equipment. Sofia Trading WLL (Qatar)Accounting of foreign currency & transactions.
- »Verifying Group payroll Under WPS system As per the Central Bank /MOL Guidelines
- »Preparing the Final Accounts and Assisting Auditors,Reconciliation of Bank statement.
- »Reconciliation of Payables, Receivables, Inter-company Accounts.
- » Giving the guidance & supervision for subordinate staff &Preparing the cash flow Summary.
- »Coordinating follow up the Contracts / Overseas Purchase Orders, Offset Clearance, Local and Foreign LC's, Bank Guarantee, Trust receipt etc.Liaise with banks regarding the LC confirmations
- »Manage the Petty cash fund and Expenses and Monitoring the Direct Contracts, Credits and Payments

**February 2011 – May -2014 - Engineering &Contracting Solution – Jaipur - India****Senior Project Accountant****Work Profile & Key responsibilities**

- » Maintaining general Invoice posting entries, various projects. &**Assisting Accounts Manager**
- » Maintaining timely and accurate account reconciliations, **Preparing monthly** reports
- » Annual financial audit process, Daily cash management, including cash statement
- »Office administration, accounts payable and purchasing invoicing
- » **Manage project contract** administration and monthly contract billing.
- » Assisting the payroll process, **Proficient** in the use of Comrade Software.
- » Prepare and file all required corporate and Project reports, including maintain all business

**September 2008 –October 2010-Dante LLC (F&B) -Dubai UAE****Accounting &Finance In charge****Principal Duties & Responsibilities**

- »**Assistant to company owner**, Accountspayable &receivables ,forecast expenses of kiosk
- »Preparing Purchaseorder &create invoice to corporate delivery
- »Prepare monthly Cash inflow (banking & petty cash)dailydepositing collection from outlet & Kiosk.
- »Purchase ledger& Sale Ledger ManagerReport, Verify invoices & process supplier payments.
- »**MonthlyBank reconciliation, Inter- company accountinginTallysoftware**
- »Prepare payroll reports & Asst. Human Resources ,Liaise with insurance company with regard to staff claims

April 2005 to May 2008 -Engel &VoelkersInc- Dubai U.A.E  
Finance&HR In Charge



#### Principal Duties & Responsibilities

- »Preparing accounts receivable / payables Cash management (banking & petty cash)
- »Preparing invoice&collection are deposited in time in 3 different banks.
- »Preparing the complete portfolio of the group comprising of commercial industrial properties
- »Prepare **monthly** Balance sheet reconciliations&finalization Accounts
- »Prepare payrolls, Prepare Escrow account in **Money software**&Month end reporting
- »Preparing Month end reporting sales commission report&**Assisting CFO**
- »Preparation of final MIS sales report & sent to Germany for Auditing for Involvement of statutory tax



March 2003 to February 2005 -Al JallafAdvocates&Legal Consultants – Dubai U.A.E  
Executive Accountant

#### Principal Duties & Responsibilities

- »Preparing invoices, receivables/Payables and Ensure Collection are deposited in time
- »Preparing of MIS reports internal Expense schedule, Maintain appropriate filing system
- »Preparing cash inflow & monthly outstanding report to **Local Owner**
- »Maintain the attendances of employees & payroll, Auditing. Month end reporting
- »Monthly reconciliation bank statement& finalization Accounts in PC **Law software**

January 1999 to March 2003 - Sona Associates (Accounts/Tax Consultants)- Jaipur India  
Junior Auditor

#### Principal Duties & Responsibilities

- »Responsible for updating and checking the complete accounts of the Company Clients
- »Finalising Accounts &Entering all payments & receipts in **Tally software system**
- »Preparing the closing Entry for Auditing & Tax adjustment
- »Preparing the Reconciliation of Bank Statement for clients
- »Providing schedule of the clients to the tax department

### Education Qualification

2010- 2012 »Master of BusinessAdministration (**MBA**) Mumbai University(Human Resources & Finance)



1990 -1993 »Bachelor ofCommerce (**B.Com.**)Osmania University (Accounting, Business Statistics&Economics)

### Computer Proficiency

2001-2001 »Indian Quality Management-STQC - Jaipur -India



2006-2006 »ERP(Enterprises Resource Planning)-ZabeelDubai UAE

1995 -1996 »Diploma in Computer Accounts-ACS-Alwar - India (Tally version)



1994-1995 »Advanced Honours Diploma in Computer Applications& Systems MgtAlwar -India. (AHDCA SM)

### Training

2007-2008 »British Council – Dubai-UAE-(Business English)

1996-1999»Rajasthan State Board Construction Corp.Jaipur- (Accounts & Computer)

### Personal Details

**Date of Birth** » 11<sup>th</sup> March 1970

**Religion** » Christian

**Nationality** »Jaipur – Rajasthan – India (West)

Contact details 050-4274961 P.O. 61037 Abu Dhabi -UAE

**Languages** »English& Hindi

### References

Will be duly provided on request.

The above furnished details are correct to the best of my knowledge and I would like to emphasize on the fact that if given an opportunity in your esteemed organization. I would strive to do my best with integrity and sincerity.

**Samuel Manoharan**