

Curriculum Vitae

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Career objective: Looking for challenging position where I can use my creative skills and bring out the best in me to grow professionally.

Career summary: M. Com graduate, 16 years of experience in General Accounting, Bookkeeping, Accounts Payable & Receivable, BRS, MIS & Statements, Planning & Budgeting, Payroll & EOS, Taxation & Statutory compliance and Audit.

Experience:

Company: Vinay Associates | Bengalore | 2023-2024 | Designation: Accountant

- General Accounting and Book Keeping for the client.
- Statutory Filing like GST, TDS, PT, PF, ESI, Etc., and review and reply notice letters issued by statutory body.

Company: Dr Ghada M Darwish Karbon Law Firm/Translate ME/Zariyab Company/Five Production – Qatar | 2016-2023 |

Designation: Group Accountant, HR and Admin Manger.

- Manage all company's accounting transactions to comply financial policies and regulation.
- Handle Accounts Payable - Procure to pay, manage end to end process from purchase to payment.
- Handle Accounts Receivable - Quote to Cash, manage end to end process from preparing fees proposals, engagement letters issue invoice and receipt, aging for receivables.
- Process monthly payroll and calculation leave salary & End of Service benefits for all company employees.
- Manage end to end banking tasks and Reconciling Bank Statement.
- Manage petty cash and reimbursement as per firm policy.
- Allocation of cost and prepare annual budget and reserve funds accordingly.
- Record book of accounts in Tally ERP and balance all the accounts & provide periodic report to the management.
- Finalize the books and prepare for external audit annually with external auditor to prepare financial statement.
- Compute taxes and prepare tax returns
- Mail action, scanning, faxing & copying documents & maintain files, drafting contracts, notices and memo.
- Handle office supply management and Coordination between client or supplier & staff, resolving if any problems.
- Staff management and work allocation, support and assist to complete end to end general office management.
- Follow client engaging formality, KYC and comply with anti-money laundering and counter-terrorism financing.

Company: Marvel Group of Company (Man power supply) -Qatar | 2013-2016 | Designation: Accountant and HR Admin.

- Record all accounting transactions to comply financial policies and regulation
- Handle Accounts Payable - Procure to Pay, manage end to end process from purchase to payment.
- Handle Accounts Receivable - Quote to Cash, manage end to end process calculate time sheet, issue invoice and receipt, aging for receivables.
- Process monthly payroll and calculation leave salary & End of Service benefits.
- Manage end to end banking tasks and prepare BRS.
- Manage petty cash and reimbursement as per company policy.
- Allocation of cost and prepare annual budget and reserve funds accordingly.
- Record book of accounts in Tally ERP and balance all the accounts periodically

- Reconciliation all accounting transactions & Provide periodic report to the management.
- Finalize the books and prepare for external audit annually with external auditor to prepare financial statement.
- Handle office supply management and Prepare tender, attended Pre-bid meetings and coordination on project.

Company: Gella and Co. Chartered Accountants – Bangalore | 2012-2013 | Designation: Audit Assistant

- Plan audit and Prepare minutes for audit
- Review, Verify and vouching - Trail balance, daybook, Bank statement, ledger entries in the books of accounts.
- Examine and Verify vouchers, petty cash and collect sampling and Prepare report.
- Review payroll and examine employee logbook and Preparation of letter, memos, correspondences.

Company: Accenture – Bangalore | 2011-2012| Designation: Process Associate

- Receive scanned Invoice, verification and sorting of invoices/credit notes.
- Verification of supporting document to process payment.
- Processing payment for received invoices, matching & validating.
- Calculation of tax and processing of withholding tax.
- Processing credit notes and contra forms.
- Preparation of reconciliation and balance all accounts.
- Mails or telephonic contact with clients.

Company: Chemmanur Group of company – Bangalore | 2010-2011 | Designation: Accounts Assistant

- Preparation of bank payment Voucher and prepare cheque payment & interbank fund transfer, NEFT or RTGS.
- Posting entries receipt for bank deposits & credit card transactions to tally ERP.
- Preparation of bank reconciliation statements and Prepared document for tax department scrutiny.

Company: Merchant & Babaria Chartered Accountants – Mumbai | 2008-2010 | Designation: Audit Assistant

- Review, Verify and vouching - daybook, Bank statement, ledger entries in the books of accounts.
- Examine and Verify vouchers, petty cash and examine employee logbook.
- File ITR and submission and prepare application for PAN card and TIN card.

Education Qualification:

Master of Commerce from Hinduja College, Mumbai University 2008-2010

Bachelor of Commerce from Bhandarkar's College, Mangalore University 2005-2008

Computer Skill:

ERP Systems: Tally ERP 9, Oracle & Quick Book | Operating System: Windows, Mac | Applications: Ms–office | Mail action | Zoom & MS Teams | Social Media Management | Advertising | Video conference | Drive & Cloud Usage

Ability and skills:

Interpersonal skills, Management skill, Problem solving, Team work, quick learning, Flexible & Technologist.

Projects:

In charge and Managing Company, Establishment of new company in Qatar, Implemented HR policy, manage intercompany operations and project, Events organizing, conferences and Presentations.

Personal Details

Date of birth: 29/04/1985 | Gender: Male | Relationship Status: Married | Language: English, Kannada | Nationality: Indian