



CURRICULUM VITAE

Anil Kumar Digal

Current Location: Dubai, UAE (Mob:0501914012)

Education: MBA (Finance & Banking)

Total Experience: 14 Years Plus

(UAE 1 Yr, Bahrain 8 Yrs & 6 months, India 5 Yrs & 1 Months)

PROFILE:

Desired Job: Financial Accountant/ Administration/ Operation Management

CAREER OBJECTIVE

Seeking a challenging position as an Accountant with a highly successful company offering exceptional career growth opportunities where I can utilize my financial analysis, corporate accounting, financial reporting and my experience.

PROFESSIONAL EXPERIENCE

June-2019 to May 2020, Dubai, UAE

Position Held : Accountant
Employer : M/s. Alkamda General Trading Llc,
Location : Dubai, UAE.
Industry : Gymnasiums - Equipment & Supplies

Job Responsibilities:

- ❖ Verifying, allocating, posting and reconciling Accounts payables and receivables.
- ❖ Analyzing financial information and summarizing financial status
- ❖ Provide technical support, review and recommend modification to accounting systems and procedures.
- ❖ Manage accounting assistant and book keepers.
- ❖ Prepare financial statements and produce budget according to schedule.
- ❖ Assist with tax auditors and tax returns.
- ❖ Develop and document business process and accounting policies to maintain and strengthen internal controls.
- ❖ Generate financial reports that display the company's profits, equity and cash flow.
- ❖ Examine bank statements and reconciling them with general ledger entries.

June-2012 to Dec- 2016, Bahrain (Gulf work experience)

Position Held : Senior Accountant / HR Executive
Employer : M/s. ADMECCO Mechanical Contracting Co. W.L.L.,
Location : Manama, Kingdom of Bahrain.
Industry : Construction/ Contracting/ Trading/ Marine Engineering/ Ship Repairing

Job Responsibilities as Senior Accountant:

- ❖ Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions:
- ❖ Analyzing the financial reports and managements and monitors cash position, reviews day to day expenses and endorses approval for its payment; schedules company disbursements and regular review of aging of receivables.
- ❖ Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- ❖ Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.

- ❖ Produces payroll by initiating computer processing; printing checks, verifying finished product.
- ❖ Preparing annual Vacations & Exit Settlement, Monthly Payroll of Employees & Staffs
- ❖ Handling Reconcile Receivables and Payables Accounts Statement.
- ❖ Handling Bank Reconciliation Statement. & Sub Contractor's Payment Certificates.
- ❖ Handling Bank Reconciliation Statement & All Staff Salaries
- ❖ Preparing Monthly Report, Invoices, Credit, Debit Notes.
- ❖ Preparing all types of payment voucher.
- ❖ **HR Activities & Public Relations:** Responsibilities include preparation, Verification and Validation of HR records with actual before salary process and overseeing the hiring, training, and dismissal processes and administering and monitoring benefit programs.
- ❖ Also handle employee relations, payroll, benefits, and training. Human resources managers plan, direct and coordinate the administrative functions of an organization.
- ❖ Keep all the individual records of employees and staffs in a computerized package of four sister concerned companies (group of companies) where total around 800 employees/staffs are working.

June-2008 to May-2012, Bahrain (Gulf work experience)

Position Held : Accountant
 Employer : M/s. ADMECCO Mechanical Contracting Co. W.L.L.,
 Location : Manama, Kingdom of Bahrain.
 Industry : Construction/ Contracting/ Trading/ Marine Engineering/ Ship Repairing

Job Responsibilities as Accountant

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects

Dec 2006 to March 2008

Position held: Vehicle/ Transport In charge
 Employer : M/s. **Konark Aquatic's pvt. Ltd,**
 Location : Bhubaneswar, Odisha, India
 Industry : Transportation

Job Responsibilities:

- ☐ Prepare the daily stock item list.
- ☐ Make the requisition to the higher authorities for approval. after approval, asst- store keeper went to the dealer to purchase the material's as per the required by the driver's and worker's (such as Petrol, Diesel, different types of vehicle spare parts, etc)
- ☐ Checking the daily vehicle meter running.
- ☐ Prepare the monthly stock item list to submit to the higher authorities.

April-2005 to June-2006

Position held: Works Supervisor
 Employer : M/s. KONARK PVC PIPES Pvt. Ltd,
 Location : Bhubaneswar, Odisha, India
 Industry : Manufacturing/ Production

Job Responsibilities:

- ❑ Prepare the daily production list of PVC pipes.
- ❑ Maintain all types of ledger accounts books and book keeping.
- ❑ Make the requisition of raw materials for pipe manufacturing.
- ❑ Prepare the staff and worker's monthly salary and payroll.
- ❑ Communicate the different parties to supply the pipes.
- ❑ Prepare the invoices of the parties.
- ❑ Prepare voucher for receivable and payable.
- ❑ Prepare the monthly statement of accounts (outstanding payments)
- ❑ Prepare the monthly expenses details. (e.g. rent, electricity bill, telephone bill, stationary bill, water bill, municipality bill, office expenses etc)

EDUCATIONAL QUALIFICATION

▪ Master of Business Administration (MBA)**Major: Finance & Banking**

September -2010 to August-2012

At Vinayaka Mission University

Location:Salem,Tamilnadu,india

Course consisted of:

- Applied operations research for management,
- Finance management & management accounting
- Human resources management & organization behavior
- Marketing management & managerial economics
- Management information system
- Principals of Management
- Banking management
- Investment analysis and portfolio management
- Banking law and practice
- Business policy and strategic management
- Management of funds

▪ Bachelor of Arts (Berhampur University)**Major: General (Economics)**

January-2003 to april-2005

At A.M.C.S College,

Location: Tikabali, Odisha, India

- Course consisted of Indian Polity, Indian Economy, English, M.I.L, Indian Society & Culture, History, Environmental Studies

▪ C.H.S.E (Council Higher Secondary Education Orissa, Bhubaneswar)**Major: Arts**

June-2000 to March--2002

At A.M.C.S College, Location:

Tikabali, Odisha, India

- Course consisted of English, M.I.L (Oriya), History, Pol. Science, Economics

▪ H.S.C (Board of Secondary education, Orissa)

March 1998 to August 1999

At Govt. High School

Location: Tikabali, Kandhamal, Odisha

- Course consisted of Oriya, English, Hindi, Mathematics (MTA & MTG), Science (SCP & SCL), Social Science (SSH & SSG)

CONTACT AND PERSONAL DETAILS

Name : Anil Kumar Digal
Father's Name : Puanath Digal
Mobile No. : 0501914012 (UAE)
Email address : 4anil.raj@gmail.com
Date of Birth : 01st June 1983
Place of Birth : India
Nationality : Indian
Religion : Christian
Gender : Male
Passport No. : R7553202
Passport Issue date : 25/04/2018
Passport Expire date : 24/04/2028
Marital status : Married
Hobbies : Playing games, fantasy football, blogging, off-roading, hiking
Language : Oriya (native), English, Hindi, Arabic (Little bit)
Permanent Address : P/o.Bheeragam,P/s.Tikabali, Dist:Kandhamal,Odisha-762010

Present Address : Satwa, 9th Street, Dubai
Visa Details : Visit Visa, Valid till 9th June-2020

STRENGTHS & CAPABILITIES

- Good analytically and inter personal skills. Ability to work under pressure and quality oriented.
- Learning analytic, self-motivation, honesty and integrity.
- Patience and hardworking nature.
- Quick learning and diversity in roles.

Skills: Accounting, research skills, analyzing information , attention to detail, deadline-oriented, confidentiality, thoroughness, corporate finance, financial software, general math skills.

COMPUTER SKILLS

PGDCA (Post Graduate Diploma in Computer Application)

Mar-2011

At Data line InfoTech

Berhampur, Odisha, India

Software: Windows 98, Win XP, MS Word, Ms Excel,

ACCOUNTING PACKAGES:

Tally ERP-9, Finsoft

Declaration

I hereby declare that the above information are true and correct to the best of my Knowledge and belief.

Anil Kumar Digal

Place: Dubai