


CV#40000183

<p>Mobile: +974 Home: +91</p>	<h2>CURRICULUM VITAE</h2>	
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<p><b>KEY RESULTS AREAS (RESPONSIBILITY)</b></p>	<ul style="list-style-type: none"> <li>▪ Review and analyze the daily cash transactions of the company.</li> <li>▪ Timely accumulation, consolidating and documentation of information.</li> <li>▪ Review all invoices on monthly basis to ensure proper allocations and posting.</li> <li>▪ Prepare and account for payments, vouchers and also ensure proper allocation.</li> <li>▪ Review and reconcile the invoices received from the suppliers with the terms of contracts and ensure that they are properly approved by the responsible in charge.</li> <li>▪ Responsible for treasury transactions such as preparing and issuing checks and reviewing petty cash transactions.</li> <li>▪ To get approvals for financial transactions from respective authorities.</li> <li>▪ Review all staff expenses and prepare staff payments such as final payment, other staff benefits, etc.</li> <li>▪ To provide a detail plan and management for the account transactions, budgetary requirements and audit fulfilment.</li> <li>▪ Prepare &amp; verify balance sheets, income statements, and the costs and revenue.</li> <li>▪ To monitor &amp; maintain that, appropriate financial regulations and controls are in place at all times.</li> <li>▪ Provide regular reports to manager on income, expenditure and any variations from budgets.</li> <li>▪ To prepare financial data and supporting information for KPI's.</li> </ul> <p><b>OTHER FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>▪ Timely reporting, relevant and accurate financial, resourcing and other key performance.</li> <li>▪ Immediate follow up of discrepancies to concerned dept.</li> </ul>
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- Analyze and classify risks to determine their potential impacts.

## SUMMARY OF PROFESSIONAL EXPERIENCE

### **PRESENT JOB**

**MARCH 2013 till date**

**MINCOM TRADING & CONTRACTING CO. WLL (DOHA , QATAR)**

MINCOM TRADING & CONTRACTING CO. is the leading wholesale & retail dealers of tailoring materials & machineries, construction work of villas, apartments and related services .Since it started operations in the mid-2007s in middle east.

### **ACCOUNTANT**

Supervise all aspects of office operations and organize staff  
 Oversee routine physical inventories and year-end audits  
 Accident / Incident Reports – Compiling and suggesting revisions to RCA and CPA where required.  
 Communicates with management and staff regarding operational matters and responds to queries of specific reports as and when requested by management.  
 Coordinating with consumers for any complaints raised and solving them to the satisfaction of client.  
 Prepare the all kinds of Export/Import Documentation  
 Communicate with HR division and checkout the visa status & Passport expiry date of staff and labour's.  
 Organize regular meetings with clients, management & with subordinates to ensure that all concerned are in the same level of understanding.  
 Coordinates and follow up with the inventory management department on matters of stock and container tracking with transport department .  
 Ensures compliance with contractual obligations related to import and export shipments in achieving  
 Task delegation and applying motivational techniques in supervising, counseling and disciplining subordinates for performance enhancement and team integration.  
 Timely submission of reports to clients & admin management.

### **PREVIOUS EXPERIENCE**

**AUGUST 2011 to FEBRUARY 2013**

**STONE GALLERY WLL (DOHA , QATAR)**

STONE GALLERY is the world's leading provider of marble, granite, stones, tiles trading and related services .Since it started operations in the mid-1970s in India, the group has steadily expanded its geographical coverage and range of operations to serve customers around the world. Today, it is a truly global operator serving the marble, granite, stones, tiles on all continents.

**ACCOUNTANT**

Supervise all aspects of office operations and organize staff  
 Oversee routine physical inventories and year-end audits  
 Accident / Incident Reports – Compiling and suggesting revisions to RCA and CPA where required.  
 Communicates with management and staff regarding operational matters and responds to queries of specific reports as and when requested by management.  
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 Prepare the all kinds of Export/Import Documentation  
 Communicate with HR division and checkout the visa status & Passport expiry date of staff and labour's.  
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 Coordinates and follow up with the inventory management department on matters of stock and container tracking with transport department.  
 Ensures compliance with contractual obligations related to import and export shipments in achieving  
 Task delegation and applying motivational techniques in supervising, counseling and disciplining subordinates for performance enhancement and team integration.  
 Timely submission of reports to clients & admin management.

**Oct 2008 to Feb 2011****Jos Alukkas Jewellery, Kerala (India)****ACCOUNTANT**

JOS ALUKKAS JEWELLERY, Kerala is one of the most leading jewellery dealers in kerala.  
 To Make the data entry,Bank entry  
 Record keeping - involves collection of Bills, receipts, TDS Certificates.  
 Prepare the Monthly VAT Return & E-filing  
 Monthly Reports to Management & Financial Department  
 Supervision & maintain of accounts department  
 Daily meetings with Manager and other staff's planning for the next day operations.

**Nov 2003 to Nov 2008****P.T Chakkunny & Associates ,Kerala, India****ACCOUNTANT**

**P.T CHAKKUNNY & ASSOCIATES**, Kerala is one of reputed Sales Tax & Income Tax Consultant in Kerala. The strength of Chakkunny & Associates is they handle any type of complicated issues related sales tax or income tax, they make a solution in proper way.They have huge number of Sales Tax & Income Tax Customers.

To Make the data entry,Bank entry  
 Record keeping - involves collection of Bills, receipts, TDS Certificates.  
 Prepare the Monthly VAT Return & E-filing  
 Generating reports for preservation on behalf of client companies  
 Customer Query Handling and Correspondence

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<b>EDUCATION</b>	<p>2002-2006 : Bachelors Degree in Commerce awarded by Calicut University, Sribudha College.</p> <p>2002-2003 : Rashtrabhasha Praveen (Hindi) awarded by Dakshina Bharata Hindi Prachar Sabha, Madras, Sribudha College.</p> <p>1999-2001 : Pre-Degree awarded by Calicut University, Sribudha College.</p> <p>1998 : Tenth –SSLC from T.P.S.H.S Trikkur.</p>
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<b>RELEVANT SKILLS</b>	<ul style="list-style-type: none"> <li>• Operational Planning . Export / Import documentation</li> <li>• Bank Reconciliation . Data Entry</li> </ul>
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	<ul style="list-style-type: none"> <li>File Keeping &amp; Maintaining</li> </ul> . Prepare the P/L & Balance Sheet
<b>JOB PURPOSE</b>	To perform precise financial transactions, ensure free flow of financial statements and to provide financial expertise to management for fulfilling the responsibilities.

<b>LINGUISTIC SKILLS</b>	<p>English (R/W/S), Hindi (R/W/S), Malayalam(R/W/S) &amp; Tamil (R/S)</p> <p>Excellent communication skills teamed with the ability to develop rapport with employees and peers. Poised and confident in dealing with individuals of all levels.</p>
<b>APPLICATION SOFTWARES</b>	<p>Fox Pro</p> <p>Tally (ERP 9) (Accounting Software)</p> <p>MS Office and conversant with Internet and e-mail applications</p>

<b>PERSONAL PROFILE</b>	Permanent Address :  Kerala  India  Date of Birth : 25/01/1983 Age : 32 Sex : Male Marital Status : Married Nationality : Indian Passport No : G2216492 Issued at : Cochin Driving License : Light Motor Vehicle ( India)
<b>HOBBIES/INTERESTS</b>	Internet browsing, listening to music, drawing & travelling.

**DECLARATION:**

I hereby declare that above written particulars are true to the best of my knowledge and belief.