

CV#40000351

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will get NOC

ACCOUNTANT

~ Expertise in strengthening companies to lead in highly competitive situations; acumen in managing accounting operations and contributing towards higher rate of organic growth ~

24 years of experience in: Accounts & Finance | Accounts Payable & Receivable | Budgeting & Forecasting | Balance Sheet Preparation | Profit & Loss account Preparation | Variance Analysis | Financial Statement Analysis | Internal Control | Reporting & Documentation | Team Management

- Abilities in handling full spectrum of accounting operations entailing AR, AP, forecasting, budgeting, etc. Skilled in performing forecasting & budgeting activities; working closely with teams in analysing margins, variances & cost analysis
- Adept in developing & maintaining internal control & effective accounting system & policies
- Deft at preparing management reports for facilitating top management decision-making using input & outputs feedback, forecasting, analysing & writing commentaries
- Skilled in coordinating daily activities of accounting staff to quickly & accurately record revenues, expenditures, assets, liabilities of the company
- An excellent communicator with demonstrated capabilities in negotiating with management & authorities for securing mandatory approvals & exemptions for streamlining process & operations



Career Review

Amwaj Catering Services al khor Raslaffan, Qatar

Since Jan 2015

Accountant & Cost Controller

Key Result Areas:

- **Financial Statement Preparation:** Developing monthly financial statements, management reports, analyzing variances & reporting the status to management. Developing & processing revenue & consumption reports for top management perusal. Developing flash report to control the food cost.
- **Budgeting & other Financial Assistance:** Rendering assistance to other controllers in preparing budgets & forecasts. Adding value by suggesting possible cost savings and developing a strong control based environment by recommending systems, policies & standard operating procedures. Supervising forecasting activities of monthly budget reports.
- **Accounts Receivable & Payable:** Supervising accounts receivable and verifying accounts payable by adhering to company's policies. Performing monthly balance sheet account reconciliations. Receiving & verifying stock & wastage reports and other transactions complying with financial policies & procedures.
- **Compliance & Control:** Ensuring management of KPIs pertaining to accuracy, monthly closing of books, financials, reporting & payment timeliness.
- **Team Management:** Guiding team of members and reporting the status to Finance Controller. Maintaining accurate data in systems and other related documents prepared by Junior Accountants.



CR Caterers Pvt. Ltd., Chennai

Aug 2008 – Nov 2014

Manager Taxation & cost controller**Key Result Areas:**

- Received & verified invoices & requisitions for goods & services; transactions complying with financial policies & procedures
- Developed, verified & processed invoices & coding payment documents and batches of invoices for data entry
- Handled data entry of invoices for payment
- Looked after management of vendor accounts and generation of weekly on-demand cheques
- Maintained listing of accounts receivable & payable and general ledger
- Rendered assistance to internal auditor & statutory auditors for preparation & verification of P&L Balance Sheet



Chemech Laboratories Ltd., Chennai

Apr 1994– Jun 2008

Accounts Manager**Key Result Areas:**

- Spearheaded all activities of Accounts Receivable / Collection Departments; deployed various processes to increase the progress & efficiency of AP/AP Departments
- Evaluated & verified batch-wise sales and ensured reconciliation of balanced accounts
- Complied reports & showcased statistics like cash receipts, accounts payable & receivable, etc.



Lakshmi Polypacks, Thanjavur

Jan 1992 – Feb 1994

Accounts Payable**Academic Details**

2008 **MCA** from Tamil Nadu Open University
Internship Training for CA 4 years at Topline Computers, Thanjavur, South India



1999 **M.Com.** from Madurai Kamraj University (discontinued)

1995 **DCPA** from Annamalai University, Chidambaram, Tamil Nadu

1988 **B.Com.** from Bharathidhasan University, Trichirapalli, Tamil Nadu



IT Skills: FoxPro ,Oracle, Tally ERP 9,

Personal Details

Date of Birth: 25th Jun 1966
Address: Tamil Nadu
Passport Details: Passport No. - J1477167;
Place of Issue: Chennai
Date of issue 10-11-2010
Date of Expiry: 09-11-2020;