

Cv#4000439

| ☎: 0974

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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 Madhurai 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: 25<sup>th</sup> Jun 1966

Address: Chennai , Tamil Nadu

Passport Details: Passport No. - J1477167;  
Place of Issue: Chennai  
Date of issue 10-11-2010  
Date of Expiry: 09-11-2020;