

From:

Akhil Kanangat

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The Finance Manager/ H.R Manager/General Manager.

Dear Sir / Madam,

Subject: Job Application in the Finance & Accounts Dept.

I am interested to explore career opportunities in your esteemed organization, and have therefore enclosed my Resume for your reference. As my resume indicates I have 8 years of experience in Finance & Accounts

Out of which 6.5 years is in the G.C.C especially with the construction industry. I have a good experience in multi-cultural, multi lingual Office environment. I have a proven ability to troubleshoot, perform under a minimum amount of supervision, and demonstrate a high degree of initiative and good judgment. And I am sure that I will always be assiduous to my duties. I would like to get one opportunity to demonstrate this through a personal interview with you.

Sincerely;

Akhil.K

Encl: Resume



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LinkedIn : <https://www.linkedin.com/in/akhil-k-kanangat-53298358?trk=>
AKHIL KANANGAT

Career Objective:

To seek a permanent employment in a reputable company that could utilize my professional knowledge and skills for the growth and prosperity of the organization to the optimum level as well as facilitate career and Professional growth.

Professional Experiences:

Name of organization : Shafa Al Nahdah Building Contracting L.L.C (Current Employer)
Dubai, UAE. (<http://www.shafaconstruction.com/>)

Position : Accountant

Duration : September 2015 to date

Name of organization : Dolphin Trading and Investment L.L.C (Construction Industry)
Azaiba, Muscat. Sultanate of Oman. (<http://www.dolphinoman.com/>)

Position : Accountant

Duration : November 2013 to August 2015

Roles Handling: -

- Successfully implemented ERP system
- Reconciliation of Multiple bank accounts, Cash & creditors
- Posting of Daily entries in ERP.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Handling AR, AP & GL Transactions, Fixed assets, Pre-payments & Accruals.
- Liaise with the procurement department for issues relating to LPO
- Experience in Value Added Tax regulatory requirements and filing periodical returns
- Process monthly / periodic payments to suppliers based on GL / or Purchase department requests
- Handling of petty cash & allocating to Multiple projects
- Checking of petty cash expenses incurred by different projects.
- Proficient knowledge in bank related transactions and timely execution with strong follow up skill
- Processing payroll In UAE through WPS
- Monthly reconcile suppliers' and company's book to make it sure that there is no doubt / short payments
- Co-coordinating Suppliers & Sub-contractors payments as per the Agreement/ LPO
- Coordinate / communicate with suppliers for monthly statements and to resolve any issue in supply / payments
- Maintaining Books of Accounts in line with international accounting standards
- Receive and process supplier invoices
- Good knowledge of financials, auditing process and reporting requirements
- Process Sub contractor's certificate of payment.
- Invoice follow up with the Project Team & with the Clients.
- Ability to manage multiple projects

- Assist in preparation of weekly, monthly and quarterly project reports ensuring compliance with Published deadlines.
- Prepare monthly project forecasts in liaison with Project Controller/Project Manager.
- Protects organization's value by keeping information confidential
- Preparation of Client Invoices on a monthly basis.
- Clear distinction for fixed fees invoices and variations if any,
- Filing of Sales Invoices Project wise with acknowledgements from the client.
- Maintaining Track of payment schedule for the clients & follow up.
- Processing Wages, Salaries, Overtime, medical Reimbursements, Leave pay, Airfare, Gratuity and deductions if any.

Name of organization : PSN Automobiles PVT Ltd (Dealer of Bosch & Volvo Eicher Trucks.) Kerala- India
 Duration : May.2012 - November.2013
 Position : Accounts Officer

Role Handling: -

- Handling & Supervising accounts of 5 branches
- E-filing of different types of returns including VAT, CST etc.
- Directly reporting to AGM Finance
- Preparation of MIS reports to the Management.
- Reconciliation of Bank, Debtors
- Sundry debtors payment follow up
- Maintaining the books of accounts in line with International standards.
- Arranging funds & making payment to the suppliers on time

Educational & Professional Qualifications:

<u>Name of Exam</u>	<u>Board or University</u>
Master of Commerce	Madurai Kamraj University
Bachelor of Commerce (Finance)	Calicut University, Kerala -India
Secondary Education	Central Board of Public Examination, Kerala -India

Additional Qualification

Valid Indian Driving license (Light Vehicle)
 License No: (10/12567/2009)

Languages Known

English /Hindi / Malayalam (Native).

Computer exposure:

Accounting Software : Tally 9.0, Focus & all major ERP Programs (E-focus, Axpert, Ez ware, etc.)
 Other software : MS Office (Advance knowledge in Ms Excel.)

Personal Information:

Nationality : Indian
 Birth date : 18-May-1991
 Gender : Male
 Marital Status : Married
 Visa Status : Employment (JAFZA) Valid Till Nov-21
 Passport No : K 2510443
 Religion : Hindu

Skills & Abilities:

- Continuously capability for every day-up date learning.
- Hardworking dedicated & self-motivated.
- Capable of working under pressure& meet with the deadlines with ease and efficiency.
- Good Team Player.
- Exposure to a multicultural environment

Excellent references available upon request.