

**Charles Kollannoor**

**Mobile No. 9846442556 Email id: charlesanto2018@gmail.com**

|  |  |  |  |
| --- | --- | --- | --- |
| **Accountant / any Office job**  Post Graduate in Commerce and experienced accountant with 16 years and 10 months of job experience in various industries. I look forward to a position where I can leverage off the exposure that I have gained in a multicultural environment to be an integral part of a team in a progressive company to build upon my qualifications and experience whereby my proficiency can be further developed, utilized and applied.  ***Strengths*** | | | |
| * Able to work independently & self-motivated. * Handling multiple assignments. * Adaptable to different work environments.   ***Academic Qualifications*** | | * Excellent Interpersonal skills. * Coordination & reporting competency. * Achievement oriented & an excellent team worker. | |
| -- | | | |  |
| **Master of Commerce (M.Com ) Mar 1996 - Apr 1998**  Major Subject: Commerce with Optional Subject Marketing  **Alma Mater: University of Calicut, Kerala, India.**    ***Professional Experience & Job Profile*** | | | |  | |
|  | |  |
| * **Accountant** from November 2017 to March 2019   ***Company: Hampshire Accounting and Book keeping LLC, Dubai, U.A.E.***     * Preparation of monthly Bank Reconciliation Statement. * Preparation of Customer aging report. * Preparation of month end closing and finalization of Accounts. * Preparation of rate quotation and Invoicing Customers. * Preparation of Cheques and Bank deposit slip. * Prepare journal entries. * Handling Cash and Petty Cash. * VAT filing. * **Senior Accountant** from July 2006 to August 2016   ***Company: Al Ahalia Exchange (Abu Dhabi, Fujairah, Dubai , Sharjah), U.A.E*.**   * Preparation of monthly Bank Reconciliation Statement. * Preparation of Customer aging report. * Preparation of month end closing and finalization of Accounts. * Preparation of SIF (Salary Information File). * Prepare journal entries. * Handling WPS (Wage Protection System). * Assisted in Internal Auditing. * **Accountant** from March 2005 to June 2006 | | | |
| ***Company: Therambil Group, Kerala, India*.**  ***(Construction, Jotun Paint Dealer, Travel Agency)***   * Preparation of monthly Bank Reconciliation Statement. * Preparation of Internal Audit Report. * Prepare journal entries. * Handling Cash and Petty Cash. * **Accountant Assistant** from May 2000 to January 2005   ***Company: Muthoot Leasing and Finance Ltd., Kerala, India***   * Preparation of Monthly Bank Reconciliation Statement. * Preparation of Customer aging report. * Preparation of Quotation and Invoice. * Preparation of Cheques and Bank deposit slip. * Prepare journal entries. * Verification of leasing and finance documents. * Handling Cash and Petty Cash.   ***Professional Qualifications***  \_     |  |  |  |  | | --- | --- | --- | --- | | * **Tally ERP 9 (U.A.E. VAT)** January 2017 to April 2017   Passed from Surround Tally, Kerala, India   * **3D Max & Adobe Premier** July 2004 to December 2004   Passed from G-TEC Computer Education, Kerala, India   * **Diploma in Web Page Designing** March 2002 to May 2002   Passed from Cyber Prism Ltd, Kerala, India   * **Financial Accounting (Tally)** April 1999 to May 1999   Passed from St. Thomas Computer College, Kerala, India  ***Computer Skills***   * Thorough Knowledge of MS Office Word. * Thorough knowledge of MS Office Excel. * Thorough knowledge of MS Office Power point.   ***Personal Details*** | | | | | Nationality  Date of Birth | :  : | Indian  27th October 1973 | | Visa Status | : | Visit Visa | | Current Location  Marital Status  Languages  Religion  Driving License  Passport Status | :  :  :  :  :  : | U.A.E.  Married  English, Malayalam, Hindi  Christian  Dubai Driving License valid till 2022  Valid till 2026 | | | | |  |