

 **Charles Kollannoor**

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

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| **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.
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| **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*** |  |
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| * **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
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|  ***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***\_

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| * **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 | :: | Indian27th October 1973 |
|  Visa Status | : | Visit Visa  |
|  Current Location Marital Status Languages  Religion  Driving License  Passport Status  | :::::: | U.A.E.MarriedEnglish, Malayalam, HindiChristianDubai Driving License valid till 2022Valid till 2026 |

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