

## AKSHAY. M



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### Current Address

Street no.281,Block no 2/17,  
Al Khuwair Street,  
Al Khuwair,  
Muscat,  
Sultanate of Oman

### Permanent Address

Muthirakkal House, P.O  
Manakulagara, Kodakara  
Thrissur Dist.  
Kerala– 680684,  
India

More than **4 years** of experience in reputed construction organizations in **Oman & India** seeking a position in well reputed and respected organization that offers me professional growth and give an opportunity to fulfill my high ambitions.

### PROFILE SNAPSHOT

A goal oriented professional with experience in

♦ Finalization of accounts	♦ Accounts Receivable / Payables	♦ MIS Reporting
♦ Banking - LC, BG & Bill Disc.	♦ Cash Flow Management	♦ Reconciliation
♦ Financial Analysis	♦ Fixed Asset Management	♦ General Ledger

- I have had a well-rounded experience in the areas of Working Capital Management, Financial Analysis, Variance Analysis, Cash Management, MIS & ERP (AP, AR, FA, GL) Module.
- Preparation of supplier / sub-contractor payables, retentions and advances and aging report.
- Well experienced closing financial year & full audit review.
- Participated in project teams to implement financial systems (Oracle AP & FA modules) with successful result.
- Preparation of monthly receivable report with outstanding aging and provision.
- Bank reconciliation and preparation of related schedules (i.e. Schedule of PDCs, LC acceptances, TR Loans, Bills discounted, and Term Loan Repayment).
- Preparation of monthly progressive work done claims for submission to clients / consultants and preparation of sub- contractor's interim payment certificates.
- Review and processing of Letter of Credit requests and related documentation work such as preparation of LC application and annexures, LC negotiation documents, Acceptance documents, and LTR applications.

### WORK EXPERIENCE

**GHANTOOT TRANSPORT & GEN. CONT. LLC - OMAN ([www.ghantootgroup.com](http://www.ghantootgroup.com))**

**Muscat, Sultanate of Oman**

**Accountant – Since November 2018**

#### Job Profile:

1. Preparation of monthly and weekly cash flow/fund flow statements for the planning purposes
2. Communication with Customers & Supplier within and outside the country
3. Preparing payments for foreign & local suppliers by verifying documentation and requesting disbursements.
4. Reviewing and approving sub-contractor and purchase invoices before making payments
5. Dealing with banks discounting of bills, monitoring of LC documentation & analysis of proper fund utilization
6. Vendors, Customers and Bank accounts monthly reconciliation
7. Handle all books of accounts and finalization
8. Cash management (Petty cash)
9. Assisting in preparing of annual budgets and conducting variance analysis and implementing corrective actions
10. Handling of all type of bank guarantees
11. Collection of receipts & depositing the same in bank

**Job Profile:**

1. Bank reconciliations, stock reconciliations, accounts receivable and payable reconciliations
2. Controlling the funds "outflow and inflow" keeping a proper stability for funds
3. Monitoring the collection from debtors, providing ageing analysis to department and management
4. Preparation of Staff & Worker's Payroll, simultaneously transfer to respective bank accounts
5. Preparation and Checking - Vacation & Final Settlements for office staff & workers
6. Bank and Cash Reconciliation on daily basis
7. Preparation of Daily Cash & Bank Report for reporting to management, showing all cash and
8. Encoding accounting entries for data processing,
9. Completing purchase orders
10. Reporting on debtors and creditor
11. Entering financial information into appropriate software programs

**EDUCATIONAL QUALIFICATIONS**

Education	Specialization	Institute	Board / University	Year of Passing
<b><u>MBA</u></b>	In Finance and Marketing	Sahrdaya institute of management studies	Calicut university, Kerala	2018
<b><u>B.Com</u></b>	In Computer Application	Namboodiries collage	MG university, Kerala	2014

**SOFTWARE & IT SKILLS**

- Accounting Software: Thorough knowledge & Experience on ERP, Tally ERP 9, Alpha & Oracle Fusion
- SAP: financial accounting TFIN50 & TFIN52 (coll10).
- IT: Thorough knowledge & Experience MS Office (Advanced Excel, Word, Access & Powerpoint)

**PERSONAL DETAILS**

- Date of Birth: 21st November 1994
- Marital Status: Single
- Languages: English, Malayalam, Tamil, Hindi & Kannada
- Nationality: Indian
- Passport No: M3450698
- Passport Expiry Date: 11<sup>th</sup> Nov 2024
- Visa Status: Employment Visa

**DECLARATION**

I do hereby declare that the above information is true to the best of my knowledge.

**AKSHAY.M**