



RESUME

ANIL KUMAR A.R
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Objectives: To join a company of repute with hard work and to pursue a career in a growing reputed company, which will fully utilize my abilities and skill and simultaneously advance in my career.

Educational Qualification

Academic : Bachelor of Commerce from Kerala University.
: Completed Masters Degree in Commerce from Kerala University.

Computer proficiency & skills

Operating system : Windows XP 2002.
Spreadsheets : Lotus SmartSuite, MS Excel.
Others : Working knowledge of ERP systems like BaaN, ORACLE etc.

Present Employment : Working with Unikai Foods PJSC as a Sr. Compensation & Benefits Executive

Company Profile: Unikai is a FMCG Company dealing in Frozen Foods Trading, Dairy products, Juices, Processed Foods Manufacturing, etc.

- Preparation of HR budget
- HR Budget monitoring
- Payroll Administration
- Leave Management
- Timely execution of Financial Audit
- Implementation of Audit recommendations on Policies and Procedures
- Cost Reduction Analysis
- Reviewing the Compensation Bench Mark with Market
- Timely Execution of Employee related Benefits
- Monitoring PRO expenses
- Reconciliations and Claims of Medical/GRP/WC/Fidelity policies
- Monitoring the Head Counts as per the HR Budget

Professional Experience: ~

Unikai Foods PJSC as an Assistant Finance Manager for five years

Duties & Responsibilities:

- Accounts up to finalization
- Preparation of Trail Balance, Profit & Loss Account, Balance Sheet etc.
- Ensuring the completion of Audits .
- Filing of Financials in DFM
- Execution of Wps transactions related to staff payments
- Insurance policies and Claims
- Supervising the payroll preparation
- Monitoring Accounts Receivable
- Monitoring Import and Local Purchases and Controlling Accounts Payable
- Coordinating and Monitoring the Accounts of other Profit Centers.
- Inventory management.
- Reconciling all inter branch Accounts
- Provide timely explanations of variances between Actuals with Budgets
- Preparation of Budgets
- Assisting Financial controller on Cash Flows
- Monitoring Bank Reconciliations.
- Leading a team of 10 staff.

INTERNATIONAL FOOD STUFF CO { IFFCO }

17 Years in Accounts.

- Accounts up to finalization
- Preparation of Trail Balance, Profit & Loss Account, Balance Sheet etc.
- Assisting Finance Manager for consolidation of accounts
- Taking lead of Audit
- Assisting Finance Manager for Treasury related works
- Monitoring Bank Reconciliations.
- Monitoring Accounts Receivable
- Monitoring Import and Local Purchases and Controlling Accounts Payable
- Coordinating and Monitoring the Accounts of other Profit Centers.
- Inventory management.
- Reconciling all inter branch Accounts
- Reconciling Physical Stock with Books

INFOODS LTD: BAKU

- A subsidiary Company of IFFCO (A Trading House) Based in Baku – Azerbaijan
- Worked as Accounts Executive from Sept 1998- Feb 1999.
- In charge for the Accounts Department
- Responsible for all accounting functions.
- Preparing Sales budgets, comparing actual Vs budgeted.
- Preparing financial statements and various MIS to Dept heads.

NORRIS MEDICINES Ltd. (June 93 to March 95.)

- ◆ A well known Pharmaceutical Company in Bombay worked as Accounts Officer.
- ◆ Preparation of Invoice and Maintaining Cash & Bank Account.
- ◆ Maintaining Sales Ledger & Sales Register & Monitoring debtors.
- ◆ Preparing various Marketing Statistics, compiling the actual Vs. Budgeted and certain self-correspondence work.
- ◆ Depositing Cash & Cheques in Bank and reconciling the same with Books.

Personal Data

Gender	: Male
Date of Birth	: 31-05-1969
Marital status	: Married
Nationality	: Indian
Languages	: English, Hindi, Malayalam
Hobbies	: Cricket, Music
Driving License	: Valid UAE driving license

Passport Details

Passport No	: L 6623064
Date of issue	: 06-04-2014
Date of expiry	: 05-04-2024
Issued at	: Dubai
Visa status	: Employment

Work & personality Attributes:

Team Player, Loyal and trustworthy , Dependent and reliable with Good Communication and Organization skills.