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AS PER THEIR EVALUATIO I GOT 150 POINTS*.**  **CAREER SUMMARY**   |  |  |  |  | | --- | --- | --- | --- | | **Position** | **COMPANY** | **LOCATION** | **Year** | | **Finance Manager** | **Tara Projects** | **India** | **2012-** | | **Finance Manager** | **Schlumberger-Geco Prakla** | **Muscat** | **1995- - 2002** | | **General Accountant** | **CJ ENGINEERING** | **Abudhabi** | **1992 - 1994** |   **PROFESSIONAL EXPERIENCE**  **Finances Manager,Tara Project *- India 2012 –Continuing***  **Tara Project leader construction project for making construction work oil companies. Reporting to the Country Manager. I was responsible for:**   1. **Prepare vertical analysis of the Income statement** 2. **Prepare vertical analysis of the Balance sheet.** 3. **Month/Year end finalization of accounts** 4. **Make schedule of gross profit or loss statement** 5. **Management Information System** 6. **Supervision of assistants work in areas related to payroll and payment** 7. **Payroll supervision** 8. **Cash flow statement** 9. **Cash budget** 10. **Prepare report on finance (Analysis working capital ,capital expenditures,outstanding debtors and creditors,statement showing actual profit against standard profit** 11. **Repot on sales (Statement showing comparison of actual sales against budged sales.Analysis of orders on hand ,orders received and orders executed ,product and area-wise analysis of sales,Analysis of of gross profit earned on each area on each product**. 12. **IFRS**   **Sales Forecast**  **Managing investments**  **Managing relationship with investors and creditors**  **Maintain custody of cash and other assets.**  **Responsible for working capital**  **Responsible for credit,collection policy and insurance**  **Responsible for custody of bonds**  **Receive aged trial balance from the accounts department**  **Submission of coupons for periodic interest**  **Distribution of paychecks**  **Custody of unclaimed paychecks**  **Process bill for payment**  **Unpaid voucher file by due date is maintained**  **Finance Manager Shark*,Muscatt 1995 - 2002***  **Schlumbeger is a oil company having survey and drilling activities.**  **Reporting to the Finance Director.. Main responsibilities included**:  **Oversee all financial aspects of the Company to ensure that Company's procedures and financial controls are aligned to the Needs of the business plan.**  **Preparation of Budgets,implement and review the same.**  **Finalisation of month/Year end accounts.**  **Implement systems and procedures to improve efficiency.**  **Provide comprehensive MIS reports to support operational & commercial decision making. Preparation of Cash Flow Statements.**  **Calculation of Net present value,Payback period,and Accounting rate of return for different projects**  **Estimation of working capital**  **General Accountant C & J Engineering *, Abudhabi 1992 - 1994***  **C & J Engineering is an engineering company doing the work of pipe fabrication and structural**  **fabrication work.. Main responsibilities included**:  **Preparation of statement of incomes and expenses, in charge of accounts and computer,Using Daceasy accounting package for accounts work Preparation of Trial Balance & Final Accounts.Preparation of Reconciliation Statement with Debtors.Bank, Cash,Creditors and Inventory.Aging Analysis(Preparation of Debtor's Status Reports) Resolving Debtor's disputes. Follow Up.on Debtors.Advising Management on best methods and techniques for debt collections. Payroll Preparation.Writing all books of accounts manually and on Computer..Working Capital Estimation. Analysis of Ratios.Preparation of Cash Flow Statement. Preparation of Fund Flow Statement. Preparation of Cash Budget. Bill Passing.Done Internal auditing work. Done external auditing work.Credit Control**  **Computer experience**  **Fully conversant with computerized accounting records with skills in MS WORD,MS EXCEL,DACEASY(AMERICAN ACCOUNTING PACKAGE) basic,cobol and d’base 3 \*and INERNET.** | trans | | trans | |   DA | | trans |
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