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### **Profile Summary**

Highly experienced Manager in Finance & Accounts with more than 15 years of experience in Financial Accounting with a proven record of accomplishment.

### **Experience**

#### **Accounting Manager - FAIRSEAS MARINE SHIP MANAGEMENT DMCC**

Oct 2021 – As on Date

- Independently checking & Making of Payroll.
- Checking and maintaining all ships wages and accounting records.
- Checking of monthly SOA of vendors.
- Monthly payment report
- Estimated budget for the month.
- Bank Reconciliation on tally ERP
- Making of MIS reports like Variance report, Quarterly report Etc.
- Estimated Wages earn report.
- Bank Reconciliation (Local currency & EEFC account)
- Day to day Funds Planning /Working capital management
- Handling of Inward, Outward Remittances and follow up with banks
- Maintain MIS report
- GL , TB and Day Books analyzing
- Inter Branch & Inter Company Reconciliation
- Debtors & Creditors Reconciliation
- Preparation of Monthly Cash flow & Budget statement
- Working of vat and Filing related through online
- Co- Ordinate with overseas agents and collect Statement of Accounts
- Preparation of Vessel disbursement account and report to Principal
- Co - Ordinate with Internal auditors and resolving audit queries
- Preparation Monthly Financials



#### **Finance Manager - Derby Group of Companies** June 2018 – August 2021

- Perform and control all the functions including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.
- Obtain, analyze and evaluate accounting documentation, previous reports, data, flowchart etc.
- Prepare and present reports that reflect audit's results and document process.
- Act as an objective source of independent advice to ensure validity, legality and goal achievement.
- Identify loopholes and recommend risk aversion measures and cost savings.
- Maintain open communication with management and audit committee.
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.
- Coordinate the preparation of the corporate annual report.
- Calculate and issue financial and operating metrics.
- Provide for a system of management cost reports.
- Coordinate the provision of information to external auditors for the annual audit.
- Performing trial balance comparison and preparation of monthly Profit & Loss statement.
- Comply with local, state, and federal government reporting requirements and VAT filings.
- Verification of STLs requests to bank and following up with banks for approval
- Preparation of payment schedule to suppliers on the basis of their payment terms.

**Senior Accountant - Kromberg & Schubert GmbH**  
2006 – 2017

- Invoice controlling using SAP & Krosy 5.1
- Performing complete cycle of accounts payable- SAP
- Assist in the preparation of weekly, monthly and quarterly Management and Financial reports
- Lead the preparation of weekly and monthly aging reports (AP & AR)
- Support Finance Manager on preparing yearly budgets and forecasts
- Ensure timely submission of relevant audit schedules and documents
- Assist Finance Manager with auditor's requests in regards to sample testing
- Perform weekly and monthly reconciliation of Ledger and Sub ledger
- Coordinate with overseas locations for inter-company transactions, Depreciation of Fixed Asset calculations
- Prepare and maintain departmental cost center reports and attend monthly meetings with various company department heads to discuss actual vs. budget performance, thereby providing exposure to many areas of company management.
- Assist all types of Logistics activity (Import & export)
- Controlling of Petty cash Transaction.
- Assist to finalize month end, deposit, journals, schedules, Inventory Valuation, Bank Reconciliation & reports, Reconcile supplier statement and arrange their payment.
- Preparation of Monthly provision including Freight both Import & Export -Local Expenses.
- Inter Company Reconciliation preparation for Monthly closing.

**Areas of Expertise**

>Reconciliations >Cost Controls > Reporting  
>Intercompany Management >Leadership  
>Client Management >Auditing > IFRS

**Achievements**

Attended training at Kromberg and Schubert GmbH Headquarters in Abensberg - Germany for Invoice control in Invest & Service Booking.

**Technical Skills**

- Tally
- Navision
- Sage
- MSOffice Full Package
- Oracle Net suit
- SAP
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**Professional Skills**

- Flexible in work as per requirement, Quick learner with positive attitude.
- Professionalism and competence, Multi- tasking, prioritization and time management.
- Attention to detail when dealing with tasks.
- Interpersonal liaison and problem solving skills with the ability to work in multi-cultural environment.
- Ability to meet deadlines, Team player with willing and enthusiastic approach
- Exceptional at problem solving

**Education**

Masters in Commerce (MCom) - Kerala University

**Personal Details**

Nationality : Indian  
Languages : English, Hindi, Tamil & Malayalam  
Passport No : K8763807  
Driving License: LMV – UAE (Valid till 09/02/2024)  
Visa Status : Residence Visa.