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| |  | | --- | | C:\Users\ACER\Desktop\sudhir-91532875-.jpg | | Contact  **Mobile: +91-8594014396**  fmsudhir@yahoo.co.in    Education    2012  MBA: Finance  ICFAI University, IBS Business School, India    1996  Diploma in Computer Application  Uptron ACL, New, Delhi    1996  BBA  MDS Ajmer University, Kota, Rajasthan India, India      **Languages**  **Malayalam**: Native language  **English**: C2    Proficient  **Hindi**: C2    Proficient | | |  | | --- | | sudhir pv | | Professional Summary  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seasoned Accountant bringing more than **18** years of experience directing accounting systems for diverse business groups. Industrious and cost-conscious with excellent project management abilities. Advanced understanding of industry standards and accounting laws.    **Skills**   |  |  | | --- | --- | | * Vat Management * Financial Projections * Discrepancy Reconciliation * Financial Analysis & Presentationn | * Accounting Procedures Validation * Business Operations Analysis * GAAP Accounting Practices |     Work History    August 2018 - September 2020  Chief Accountant, *GM-Bahrain-Garment Factory*, Manama, Bahrain  **My Achievements**   * (**Implemented Bill of Material Process In Factory** ) * **Increase the Frequency of Report from Quarterly to Monthly** * **Reduced days receivable 200 days to 70 days** * **Trained 2 Accountant and 1 Storekeeper and 1 Time Keeper for Effective Working** * **Reduced Overhead by 15 % from 17 % and Consumable by 18% from 25 %**   **Job Responsibly**   * Continues Monitor Companies Fixed Assets, write off , Sale Off, Disposal of Machine and their Accounting treatment * Controlling Overhead **180,000** BD Per Year * Managing Payroll of **130** Employee in Factory * Liaise with bankers to ensure bank facilities and services are on time. * Partnered with auditors to track errors and add contributions to maintain accuracy. * Developed and implemented effective accounting systems. * Completed year-end closing processes with controllers and external auditors... * Set up and improved accounting systems and processes to meet business needs and maximize operational success * Evaluated and improved financial records to make important business decisions     April 2009 - May 2016  Accounts Payable, *Drake, Scull International PJSC*, Abu Dhabi   * Handle Reconcile and disburse payment of Supplier & Subcontractor payment Certificate of **11** Million AED Approx., and monthly Payment of **4 Million AED Approx**. * Gathered financial information, prepared documents and closed books.. * Managed Over **35 Vendor** Calls per day to when company is having low fund. * Ensure financial records are maintained in compliance with accepted policies and procedures * Resolve accounting discrepancies and irregularities, assisting co workers * Carry Out Supplier and Sub-contractor Reconciliation on Quarterly Basis * Reconcile Monthly Intercompany Transaction preparing Debit Notes for various entities and reconciling account, and confirm balance * Trained new employees on accounting principles and company procedures. * Worked with management at project level to achieve expense plans. * Diminished outstanding debts by analyzing accounts for issues. * Assisted employees with filling out expense reports.   September 2007 - April 2009  Accountant, *Schachtbau Nordhousan Gmbh, Abu Dhabi*   * Created budgets and forecasts for management group to meet regular accounting deadlines. * Gathered financial information, prepared documents and closed books. * Handled day-to-day accounting processes to drive financial accuracy. * Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.     February 2005 - February 2007  Accountant, *Emirates Petrochemical Services*, Abu Dhabi   * Making & Submitting Cash flow in Bank, Deal with bank Guarantee related with projects * Entering Budgeted Values in Peachtree, Assigning Cost Phases & Cost Codes in Peach –tree * Analysis of actual result of operations against budget and highlight to management * Responsible for preparing final accounts quarterly by consolidating all division of company accounts & get audit done by external auditors.     July 1999 - September 2005  Property Administration, *Sigmatech Trading Abu Dhabi*   * Establish & Implemented Integrated Accounting & Inventory systems in Organization using Tally Software * Work of Lease documents, communication with clients/tenants etc ensuring that all lease related documents comply with agreed terms condition of thc contract and commitment between company and client * Entered stock releases, stock order, stock transfer to other Branch's and stock return that includes generation/creating of delivery notes * Made preparation of reports such as inventory reports, stock movement reports, and sales forecast * Collect all pertinent and valid legal documents from tenant, Trade license, Commercial Registration, Insurance certificate, Owner's Passport copies etc, to ensure legality of tenant. * Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting. * Carried out day-to-day duties accurately and efficiently. * Completed paperwork, recognizing discrepancies and promptly addressing for resolution. * Actively listened to customers' requests, confirming full understanding before addressing concerns.     July 1996 - July 1999  Accounts Executive, *Shree Agencies –HDPE Woven Sacks Bag*, India **Costing Department**   * Prepare and complete internal cost audits * Provide management with reports that specify and compare factors that affect prices and profitability of products or services * Assist in audits and general ledger preparation * Conduct physical inventories and monitor cycle count | |  | |

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