Name: xyz  
Last Degree:  
Cell No.: 000, Email ID : xxx, Skype ID:000  
City :  xxx  
Zip Code: xxx

**OBJECTIVE:**

To work for an organization with dedication, commitment and empathetic approach through a genuine desire to assist in demanding situation and challenging environment for growth opportunities. Productive, dynamic and ambitious individual seeking a Senior Accountant  position with reputed organization utilizing exceptional customer service and hospitality skills to maximize the satisfaction of directors and increase repute of employer.

**PROFESSIONAL QUALIFICATION:**

2016:Cost and Management Accountant (CMA)  
2014:Masters in Commerce (M.Com)  
2013: Completed graduation from CMJ University, Meghalaya  
2008: Passed Class XII with Science Stream from S.P high secondary school, Srinagar  
2006: Passed Class X from Burn hall school, Srinagar

**AMERICAN EXPRESS:**

Worked as a Senior Accountant.

**JET AIRWAYS 2011 till 2013:**

**Key Qualifications**

Cost and Management Accountant (CMA)  
Masters in Commerce (M.Com)

Highly skilled in greeting passengers in a polite manner  
Professional and neat appearance  
Comprehensive knowledge of checking safety and security throughout the cabin  
In-depth knowledge of maintaining consistently high on board standards

**Brief Job Description:**

* Financial Reporting which includes Statement of Financial Position, Income Statement, Statement of Cash Flows, Statement of Change in Equity and Subsidiary Notes.
* Perform workings for Period Closing Monthly, Quarterly, and Yearly.
* Projections relating to Accounts and Cash Flows Monthly, Quarterly, and Yearly.
* Supervise Daily Bank reconciliation and Bank Dealings for Clearings on daily basis.
* Supervise Petty Cash Matters relating to Disbursements and further Funds Releases.
* Independently Managing Purchases & Accounts Payables, Sales & Receivables (Complete Cycle)
* Accounts Payable & Receivable Analysis including Aging, Sales Trends and Irregularities assessment.
* Guide subordinates for general ledgers preparation & authorize for Chart of Accounts Entries.
* Independently checking of Payroll, Leave settlements, Gratuity, Increments, Promotions, and Final Settlements.
* Developed, Implement, and controlling of Purchase system (Requisitions, Indent. Quotations, Comparative Statements, Approvals, Purchase Orders, IGPs, GRNs, AP Invoice and Payments)
* Checking and verification Vouchers including Bank/Cash Receipt/Payment, and Journal Vouchers.
* Assure Compliance of System Controls by training and counseling of junior staff.
* Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
* Maintains accounting controls by establishing a chart of accounts; defining accounting policies and procedures.
* Depute Staff and supervise monthly stock takings regarding Raw Materials, WIP, and Finished Goods.

**Distinctive Competencies/ Skills:**

* SAP Business One.
* Oracle Financial E-Business Application.
* Microsoft Office (Including Excel, Word, PowerPoint)
* Peach Tree (Complete Accounting Package)
* Quick Books and Tally Accounting Software.
* Advanced Revelation Integrated Accounting Software,
* Complete set of Financial Statements by considering IFRS & IAS.
* Financial Structuring, Budgetary Analysis, Cost Control, Standard Costing.
* Consolidated financial statements (complex structure groups)
* Dealing with banks and find appropriate sources of financing for value addition.

**Continuous Professional Development Participations**

* Income Tax Returns.
* Foreign Trade (Banking Documentation and payments settlements)
* Business Development and Success strategies for continuous growth.
* Participation in extracurricular, social, and welfare activities in ICMAP.
* Special Considerations for Reporting through IFRS & IAS’s.
* Event administrator in a fix situation.

**Certification & Training:**

* Cost and Management Accountant (CMA)
* Masters in Commerce (M.Com)
* Diploma in Global Aviation and Hospitality Management from frankfin Pvt. Ltd,
* Certificate in First Aid Training
* Certificate in Swimming.

**Hobbies and Interest:**

* Travelling
* Fashion and Modeling
* Sports-cricket, basketball and volleyball

**Personal Details;**

# Date of birth: Passport no. Drive License: Marital Status: