**ANSIL JAMALUDEEN KUNJU**

M.COM, CMA INTERMEDIATE

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Contact : +971 569356447

Visa Status : Visit Visa till 06-07-2019

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**Professional Summary**

Part Qualified **Cost and Management Accountant (CMA)** and accomplished **MCom** with lot (4 years in UAE) of experience in accounting and finance. Experienced in bookkeeping, tax calculating, and reporting for business clients and organizations.Capable professional with expertise in many of the most common accounting software programs.Strong work ethic and commitment to integrity and accurate record keeping.Eager to join a team and help improve an organization’s financial focus.

**Skills**

* Proficient in operating accounting computer software such as **Focus RT & 9 ERP, Tally ERP 9, Marg Counter ERP 9+, PowerBuilder and** completed **Certificate in Information Systems for Auditing, Cost Management and Financial Accounting**.
* Experience in **MS OFFICE** package.
* Exceptional knowledge of mathematical concepts, accounting and finance topics, tax code, **UAE VAT** and banking principles.
* Top attention to detail and focus on making sure records and information systems are kept accurate and true.
* Strong reasoning skills and analytical abilities to help determine best practices when it comes to the finances of each organization I work with.
* Excellent communication skills when writing reports or memos or when speaking with people and easily adapts to new situations, challenges and environments.

**Professional Qualification:**

 Cost and Management Accountant (**CMA**) [50%] – Intermediate (2013)

 Institute of Cost Accountants of India

**Education**

Master of Commerce (**MCom**) [54%]

 Madurai Kamaraj University (2013)

 Bachelor of Commerce (**BCom**) [49%]

 Kerala University, Kerala (2005)

**Career History**

**Consultant Accountant (JAN 2019 – MAY 2019)**

EXTRUS TRADING (KERALA-INDIA): C&F and wholesale distributor of FMCG and OTC products of multinational and national companies’ allover kerala.

* Scrutinisation and rectification of errors in accounts heads and transactions.
* Financial statements preparation and training to new accounting staff.

**General Accountant (DEC 2016 – DEC 2018)**

SAMA MEDICINE & MEDICAL EQUIPMENT STORE LLC (SHARJAH-UAE): The Company mainly in Pharmaceutical, health-care &Fashion Products distribution and also in retail pharmacies allover in United Arab Emirates.

* Prepare monthly financial statements, monthly account reconciliations, verify and review accuracy of data and ensure to submit accurate report.
* Collaborate extensively with auditors during preliminary and year-end audit process.
* Process payroll, journal entries and perform accounting corrections to ensure accurate records.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports.
* Prepare payments by verifying documentation, and requesting disbursements.
* Prepare asset,liability, and capital account entries by compiling and analyzing account information
* VAT Calculation and Filing Return.

**General Accountant (AUG 2014 – NOV 2016)**

SHARJAH DRUG STORE LLC (SHARJAH-UAE): The Company mainly in Pharmaceutical, Health-care &Fashion Products distribution and also in retail pharmacies allover in United Arab Emirates.

* Preparing invoices, journals, carrying out daily financial reconciliations, helping to identify and rectify accounting discrepancies.
* Reconcils general and subsidiary bank accounts by gathering and balancing information.
* Corrects errors by posting adjusting journal entries.
* Processing payroll and employee expense claims.
* Update Accounts receivable and issue invoices.
* Update Accounts payable and perform recociliations.
* Secures financial information by completing database backups; keeping information confidential.

**Accountant (JAN 2014 – JULY 2014)**

ET HEALTHCARE LINKS (KERALA-INDIA):

* Preperation of financial statements.
* All accounts & Journals upto finalization and assisting auditor.

**Finance Trainee (APR 2013 – SEP 2013)**

KERALA MINERALS AND METALS LTD (KMML): A Kerala Government Enterprise having a turnover of 5.8 Billion Rupees with 2000 Plus employees. The Company deals in the process of rare earths minerals extraction, sales and export.

* It is an internship program, part of my certification of **Cost and Management Accountant.**
* Through this program I assist all areas of finance department including assisting statutory audit and comptroller and auditor general office audit.
* It helps to understand the process of purchases, sales and payment systems of such a big and profitable public undertaking company.

**Junior Accountant (FEB 2006 – JUNE 2011)**

MUGHAL FURNITURE (KERALA-INDIA): A partnership firm that mainly focus in trading & marketing of furniture and luxury sanitary items. (office & Household).

* Administration.
* Preparing journals, subsidiary books and financial statements.
* Handling Creditors and Debtors.
* Bank Reconciliation.
* Stock Handling.

**Personal Details**

Date of Birth : 11-03-1985

Marital status : Married

Gender : Male

Languages : English, Malayalam

Nationality : Indian

Religion : Islam – Muslim

Notice Period : Immediately

**Interests**

* Reading
* Travelling

**Declaration**

I hereby declare that the information given above is true to the best of my knowledge and belief.

**ANSIL JAMALUDEEN KUNJU**