

RESUME



AJAY R KRISHNAN

ACCOUNTS MANAGER

P +91-9526232121**E** ajay21478@gmail.com**A** Palakkad, Kerala, IN**W** [Website]

PROFILE

A seasoned professional Accountant having an experience of about 20 years in the field of Accounting & HR with proven performance records. Being a hardworking and passionate candidate, I aspire to take over a challenging position related to accounts & audits in a reputed organization where I could apply my knowledge gained and skills acquired during my professional life; and I could build a career for my life.

PROFESSIONAL SYNOPSIS

- **Senior Accountant | Apr 2023 to Jun 2023**
Oasis Grace LLC (An AI Harsha Group Company, Oman)
- **Senior Accountant | Nov 2006 to Nov 2019**
Black Cat Engineering and Construction, Qatar
- **Accountant / Stores Officer | Sept 2005 to Nov 2006**
Road Builder (Malaysia) Sdn Bhd, Kerala
- **Accounts Executive | Jul 2001 to Jul 2004**
Wadi Al Haeana Trading Ent., Oman

ACADEMICS

- **Master of Business Administration- HR & Marketing**
Sree Narayana guru Research & Examination Board, Kerala
- **Bachelor (or) Faculty of Commerce**
Calicut University, Kerala
- **Diploma in Computer Applications**
Madras Computer Academy

AREA OF EXPERTISE

- FINANCIAL ACCOUNTING
- AUDIT & COMPLAINT
- HR & ADMINISTRATION
- PAY ROLL MANAGEMENT
- ASSET MANAGEMENT
- INVENTORY MANAGEMENT
- STORE & PURCHASE
- CUSTOMS CLEARANCE
- HIRE IN & OUT

TECHNICAL SKILLS

- MS OFFICE
- TALLY

LANGUAGES KNOWN

- MALAYALAM
- ENGLISH
- HINDI
- TAMIL

DECLARATION: I, AJAY R KRISHNAN, hereby declare that all the data furnished above are true to the best of my knowledge & belief

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ACCOUNTANT

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ROLES & RESPONSIBILITIES

- Held Responsible for the day-to-day activities of finance and accounting department general administration of office and MIS reporting.
- Handled financial, costing and management accounting which include maintenance of up-to-date accounts, cost records, registers, preparation of periodical statements, finalization of accounts, preparation of Profit and Loss Account, Balance Sheet, Cash Flow, Fund Flow Statements etc., inventory control and inventory recording; budgeting, costing and reporting.
- Held Responsible for overseas purchase, customs clearance formalities, customs exemption formalities etc.
- Prepared various statements for audit purpose and providing timely information to auditors.
- Maintained good banking relations, suppliers/ customers contacts.
- Held Responsible for the collection of accounts receivables. Assisted in preparation of bank loan proposals and its follow up.
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- Held Responsible for overseas purchase, customs clearance formalities, customs exemption formalities etc.
- Coordinated Preparation of various statements for audits purpose and providing timely information to auditors, maintaining banking relations, supplier/ customer contacts. Responsible for the collection of accounts receivables.

ORGANISATION EXPOSURE

Black Cat Engineering & Construction (BCEC)

It is an ISO 9001:2008 & OHSAS 18001:2007 Certified Company accredited to UKAS - United Kingdom for the Engineering Consultancy, Detailed Engineering, Procurement, Construction, Assembly, Installation, Pre-commissioning and Commissioning of Plants and Pipelines for the Oil & Gas Related Process Industry.

Road Bulder (Malaysia)

Company engages in the construction of highways, dams, water treatment plants, and airports. The company is based in Kuala Lumpur, Malaysia. Company has undertaken Road Strengthening and Widening with Kerala State Transport –Project IV Under World Bank Project.

Wadi Al Haeana Trading Ent

Pet bottle manufacturing company in Oman, dealt with the Areej Vegetable Oils and Derivatives SAOG (AVOD) engaged in the manufacture and distribution of vegetable oils and its derivatives all over the world.

PERSONAL DETAILS

- DATE OF BIRTH:
- MARITAL STATUS
- FAMILY MEMBERS

REFERENCE

- FULL NAME
- JOB PROFILE
- CONTACT NUMBER

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