



# ANTHONY MARIAN DAS

Senior Accounts & Finance Professional



Kalyan, Mumbai



+91 9029972772



anthonymariandas@gmail.com

“A multi-faceted professional, skilled in blending creative intellect and sharp planning skills, insight & integrated approach for managing Finance & Accounts activities, applying best practice guidelines and meeting organizational objectives”.

## CORE COMPETENCIES

- Financial Analysis & Accounts Management
- Financial, Costing & Budgetary Control
- Working Capital Management
- Taxation & Audit
- MIS & Reporting
- Billing & Collections
- Payroll Management
- General Administration

## PERSONAL ATTRIBUTES

- Enthusiastic & Leader by example
- Meeting deadlines & objectives
- Ability to work in international & multi-cultural environment
- Motivational & Persuasion skills
- Calm under pressure
- Meticulous attention to details
- Multi-tasking
- Strong work ethics
- Effective Communicator
- Superior Analytical and problem solving skills

## PROFILE SUMMARY

- A seasoned professional with deep-rooted work ethics, over offering 30 years of insightful experience in the entire gamut of Accounts & Finance Management
- Well versed with modern accounting systems and standards with expertise in Branch Accounting, Credit Control, Accounts Analysis, Taxations, AP & AR Management and Reconciliation of Statements
- Also, adept in Finalization of Accounts, Forecasting & Budgeting, Auditing, Regulatory & Statutory Compliances and preparation of MIS
- Proficient in implementing systems / procedures, preparing reports / analysis to monitor the flow of Funds and facilitate optimum financial & credit control
- Keen analyst with exceptional communication, negotiation and relationship management skills and abilities in liaising with Banks, Financial Institutions and other external agencies
- Demonstrated ability to inspire and motivate others, building collaboration and cooperation within and across teams and guiding delivery under pressure
- Ability to meet a constant stream of deadlines

## CAREER TIMELINES

### **MAWARED ELECTRONICS LLC, MUSCAT**

Senior Accountant (Jan – Sep 2019)

### **BANCTEC TPS INDIA PVT LTD, MUMBAI**

Senior Financial Analyst (May 2014 – Dec 2018)

### **BETTER LIFE LLC, DUBAI / MUSCAT**

Assistant Manager Accounts (Jul 1996 – Oct 2013)

### **AL MUFTAH TRADING & CONTRACTING COMPANY, DOHA**

Junior Accountant (Oct 1992 – Jun 1996)

### **RUMA CONSTRUCTION COMPANY, MUMBAI**

Accountant (May 1983 – Apr 1992)

## EMPLOYEMENT SCAN

### **MAWARED ELECTRONICS LLC, MUSCAT**

Senior Accountant (Jan – Sep 2019)

- Here, my prime responsible was to look after Branch Accounting, Costing & Credit Control
- Managing Accounts Receivables, Account Payables and preparation of MIS reports
- Handling finalization of accounts, reconciliation of statements, costing of stocks

## AREAS OF EXPERTISE

- Finance in BPO Organizations
- Credit Controller
- Branch Accounting
- Accounts Receivables
- Collaboration with Auditors
- Client Coordination
- Stakeholders Engagement

## TECHNICAL SKILLS

- 12 years of experience in SAP modules for AR, AP, GL, Logistics & MIS
- Working Experience in SAP ERP Accounting Systems (All accounting and Logistics modules) from January 2008 till April 2013 and May 2014 till date
- Proficient in Financial Accounting packages like Orion Oracle, Tally, Peachtree, Powerhouse Database HP 8000 & SUN SYSTEM (UNIX)
- Data Base: FoxPro 2.6, MS Access & Oracle
- Proficient in MS Office, Word, Excel and Spread Sheet

## ACADEMIC CREDENTIALS

### ***Bachelor of Commerce***

University of Bombay, 1987

### ***Diploma in Computers***

from DATAPRO Institute Bombay, covering Basic, COBOL, dBase, Lotus 123 and DOS

## PERSONAL DETAILS

### ***Address:***

B01 / 506, Madhavsansar,  
Khadakpada, Kalyan - 421301

***Date of Birth:*** 22<sup>nd</sup> August 1964

***Social Status:*** Married

### ***Languages Known:***

English, Hindi, Tamil, Marathi & Malayalam

## **BANCTEC TPS INDIA PVT LTD, MUMBAI**

Senior Financial Analyst (May 2014 – Dec 2018)

- Working as Accounts Receivable Supervisor, performing revenue analysis, pre & post forecasting
- Intervening with customers for payments and collections issues, coordinating with sales/district managers for resolution
- Consolidating and resolving of remittance details and submitting them to the remittance team.
- Creation of contracts in SAP
- Monitoring accounts receivable and transactions, resolving discrepancies related to billing, pricing, taxes and payment application, processing adjustments, refunds & monthly write-offs
- Monitored and maintained accounts, including customer calls, resolution process, submitting credit requests for account adjustments, reconciliations and weekly reporting
- Submission of invoices in the customer portal or sent as requested by the customer
- Responsible for maintaining the generic email box for AR, including investigation and resolution of customer inquiries; providing invoices, pod, W-9, tax certificates and other documents as requested
- Auditing AR aging, identifying discrepancies such as; short pays, chargebacks with POA or credits, etc.
- Collaborating with internal departments to achieve timely collection of outstanding accounts receivable

## **BETTER LIFE LLC, DUBAI / MUSCAT**

Assistant Manager Accounts (Jul 1996 – Oct 2013)

@ DUBAI, here, my responsibilities were:

- Credit Control, chasing debt by telephone, email & customer visit and reducing debtor days, keeping record of payment received
- Resolving non-payment issues to achieve collection targets
- AR, AP, GL, period closing and reconciling & finalization of accounts
- Daily and month end reporting and account reconciliations
- Managing payroll of 175 employees
- Collaborating with other depts for visa related issues
- Stock Audit and reconciliation of 8 showrooms across UAE

@ MUSCAT

- Handling Branch Accounting, Costing of Goods, MIS, AP & AR, Payroll,
- Managing finalization of accounts, book keeping, record keeping, year-end financial statements, reconciliation, cash-flow, etc.
- Analyzing GL, passing necessary monthly provision entries, finalizing trial balance, P&L A/c & Balance Sheet and the schedules pertaining to it.
- Liaison with the Auditors for the finalization of Audit
- Reviewing direct operational cost, maintaining fixed asset register, reconciliation of bank accounts, statements & inventory
- Performing necessary functions for submission of financial statements

## PRIOR ENGAGEMENTS

### **AL MUFTAH TRADING & CONTRACTING CO, DOHA**

Junior Accountant (Oct 1992 – Jun 1996)

### **RUMA CONSTRUCTION CO, MUMBAI**

Accountant (May 1983 – Apr 1992)