

Leon Pankiras

Accountant

Nagercoil, Tamil Nadu

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1) Model Printing Press, Sharjah, U.A.E: Worked as an Accountant with Model Printing Press, Sharjah, U.A.E, an associated group of Mr.Abdul Rehman Mohammed Bin Faris.

Period From April, 1988 till middle June, 1998 (10 years & 2 ½ moths).

Designation Accountant

Responsibilities:

Petty Cah Expenses

Accounts Receivables

Accounts Payables

Pay Roll

Stores

Purchases(Papers, Inks, Films, Stationeries, etc)

Bank Receipts

Bank Deposits

Correspondence with Banks, Creditors & Debtors

Intercompany Accounts

Bank Reconciliation

Finalisation of Accounts

2) Mirza Alhelli & Sons B.S.C©: Worked as a Senior Accountant with Aswaq Alhelli Super Markets, Bahrain, an associated group of Mirza Alhelli & Sons B.S.C.(c).

#readytowork

Work Experience

Accountant

Model Printing Press, Mirza Alhelli & Sons B.S.C, Talent

July 2017 to April 2019

Responsibilities:

a) Petty Cash Expenses

b) Preparing Daily Sales Report

c) Supervising the Stationery

d) Preparing payment schedules to Suppliers

e) Preparing journal for Credit Card Sales

f) Preparing purchase receipts for daily purchases from suppliers.

g) Bank Reconciliation

h) Preparing Payroll for the staff

i) Fixing & Controlling Selling Price of Stationeries

j) Debtors and follow up of receivables

Senior Accountant

March 2001 to March 2017

Responsibilities:

Petty Cash Expenses: Preparing journal vouchers for various petty cash expenses.

Vehicle Expenses: Preparing journal vouchers for fuel, spare parts and expenses related to various vehicles.

Sales: Preparing journal vouchers for daily sales.

Bank Transfer: Preparing Bank Transfer for the sale of visa credit card, debit card, master card and follow up with banks for the unprocessed visa, debit & master card transactions.

Processing of Payables: Processing of payments and reconciliation of accounts payable.

Executing Display Agreements: Executing the agreements made between Mirza Alhelli & Sons B.S.C. © & suppliers regarding payments terms, shelf rent whether fixed or percentage, Trade deal, Price compensation, Percentage of rebate for the target achievement. Posting of the agreements and processing of debit notes.

Display Revenue: Preparing Debit Notes for the suppliers monthly, quarterly, half yearly, yearly against monthly promotion, Ramadan displays and incentives for the target achievements as per the agreements for the display of goods in the markets.

Other Revenue: Preparing Debit Notes for other revenues against Account opening fee for the new suppliers, Listing fee against introducing new products in the markets and fee against barcodes, sale of used cartons, income from playing machines, merchandiser ID cards, FOC goods supplied, rent from Banks & A.T.M, etc.

Employee Benefits: Computing employee leave salary, ticket, indemnity and other benefits if any and making due entries on time and making settlement.

Cash Receipts: Checking Cash Receipts entries against daily cash sales, income from playing machines, barcode charges, promoters fee, etc.

Bank Receipts: Checking, allocation and posting of bank receipts against display revenues and from other sources.

Bank Deposits: Checking Bank Deposit entries against daily cash sales.

Electricity & Telephone Expenses: Preparing journal vouchers for the expenses of telephone bills, fax, internet bills, electricity & water bills.

Administrative Expenses: Preparing journal vouchers for various expenses against Rent for the Super Markets & Staff Accommodation, Private Security Service, Staff Training Course fee, Fee charges by L.M.R.A, visa expenses for the employees & families, fee for the guarding service against cash in safe deposit in the banks, uniform for the staff, salaries & wages, leave salaries & ticket fare accruals, depreciation, etc.

Selling Supply Expenses: Preparing journal vouchers for various expenses against stationeries purchases, loyalty discounts to customers, carriage in-ward, carriage out-ward, etc

Maintenance Expenses: Preparing journal vouchers for various maintenance expenses against Freezers, Chillers, Air Conditioners, Lifts, Travellators, Automatic Doors, Generators, Super Markets Cleaning service charges, Waste Water & Skip Removal, etc.

Advertising & Promotion Expenses: Preparing journal vouchers for weekly, monthly printing & distribution of flyers, leaflets, weekly magazines, banners, sign board, etc.

Fixed Assets: Preparing and posting journal vouchers for the fixed assets. Verifying the details entered in the Fixed Assets Register and posting the same.

Depreciation Expenses: Preparing monthly journal vouchers for the depreciation expenses of various Fixed Assets.

Location Transfer: Checking and posting of location transfer for the transfer of goods from one location to another (Inventory Control).

Stock Adjustment GL: Doing packing conversion for the goods used in the markets for various purposes.

Payments: Checking, allocation and posting of payments to accounts payable and other accounts payable. Making monthly payments to Banks against Visa Card, Master Card settlement.

Correspondence: Correspondence with banks, clarifying various issues with suppliers and issues related expenses.

Float: Physical examination of float(cash) given to cashiers and safe.

Intercompany Accounts: Recording, maintaining and reconciliation of Intercompany Accounts.

3) Talent Mawaheb Stationery, Bahrain: Worked in Talent Mawaheb Stationery, Bahrain as an Accountant.

Education

Bachelor of Commerce in Commerce

Madurai Kamaraj University - Madurai, Tamil Nadu

1986

Skills / IT Skills

- MS.Office, Accounting Software