

AUGUSTIN KARLOOSE



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 Doha, Qatar.

Visa Status – Transferable with
NOC

Languages

English	–	Fluent
Arabic	–	Working Knowledge
Tamil	–	Mother tongue
Malayalam	–	Fluent
Hindi	–	Beginning

Education

Bachelor of Commerce -2002 to 05
Manon Manium Sundaranar
University, Tamilnadu, India.
MBA (Banking & Finance)
2019 -Present. (Distance Education)
Alagappa University,
Karai Kudi, India.

Driving Licenses

INDIA & KSA : Valid

Summary

To Work as an enthusiastic professional in competent atmosphere that enable me to copy with emerging trends to widen the spectrum of knowledge.

Software Proficiency

MS– Office Tools : Excel, Word – 2010, Outlook

Pivot Table, VLOOKUP, NPV, IF Methods, Etc...

Accounting Packages : Tally ERP 9, EXE, Chess, EDSS, Vend Max (ERP)

Experience

Site Accountant -Since 20 August 2018 to 10 Jan 2020 (1.5 Years)

SPS Construction Company Limited- Chennai, India.

- Matched, coded and entered all invoices and stock requisition tickets into SI system
- Maintained detailed records of Owner's Purchase Orders on Excel spreadsheet for payments
- Created journal entries/memos, reconciled system payments, and performed month-end duties.
- Reconciled monthly bank statements with general ledger accounts
- Managed accounts payable, receivable, and payroll departments
- Prepared Net present Value

Accountant- Since 31- Oct, 2010 to 30-April, 2018 (7.9 Years)

Meed Trading Company,(MVS) Riyadh, Kingdom of Saudi Arabia

Profile of the company: (Retail Business) operates a chain of Convenience stores in the kingdom of Saudi Arabia. Under us there are 205 convenience stores and 3000 Vending Machines and we still growing up.

Inventory, A/C Payable & Receivable, GL, Fixed Assets and Sales

- Leading general physical inventory in convenient stores and warehouse regularly every six months.
- Book the credit invoice with VAT and post to inventory and AP, Price variances edit and send adjustments to stores.
- Handling Payables – According to cash position prepare payments for reconciled suppliers.
- Check and book all vouchers and office expenses and staff claims on time for all divisions and maintain their filling record.
- Handling Receivables – Preparing invoices and follow up clients for payments accordingly.

Personal Profile

Father's Name : Mr.A.Karloose

Date of Birth : 20th June 1984

Gender : Male

Nationality : Indian

Religion : Christian

Marital Status : Married

Permanent Address: Muzhavilai,
Veyanoor Post,
Kanya Kumari Dist.,
Pin: 629 177,
Tamilnadu,India(South).

Passport

New Passport No : N5135268

Date of Expiry : 20.04.2026

Skills

- ❖ Advanced MS Excel skills
- ❖ Excellent written and verbal communication
- ❖ Working knowledge of ERP Oracle and reporting tools.

References

Will be furnished on request.

- Handling Fixed Asset – Perform Additions, Disposal, and Transfer Entries. Including 3000 Vending Machines.
- Monitor and process transactions on daily basis.
- Check for completeness and accuracy of fixed assets sub ledger and month-end closing activities such as account reconciliations, journal entries and adjustments.
- Generate monthly depreciation postings
- Perform Bank Reconciliation Statement.
- Perform Daily, Weekly and Monthly Sales Reports.
- Assist in the processing of balance sheets, income statement and other financial statement legally and sharing input for company accounting and financial guidelines.

Branch Accountant and Cashier - Since 20-April, 2007 to 24.Oct, 2010 (3.6 Years)

- SreeGokulam Chit & Finance Co.(P) Ltd, Chennai-004, India.
- Maintain Petty Cash and Prepare Payment Voucher for clients.
 - Perform Bank Reconciliation Statement.
 - Deposit Cash to Bank from rout Collection & Office Collection.
 - Prepare abstract book and Cash in hand Reports to Branch Manager.
 - Work with auditors in annual audit and tax filing activities.

Accountant -Since 1- May, 2005 to 31- March, 2007(1.11 Years)

- Sabiya Fish Nets, K.K.Dist., Tamilnadu, India.
- Monitor and manage cash flows and expenses
 - Monthly Physical Inventory & solve Inventory related issues.
 - Purchase Order & Supplier Maintenance - Cash & Credit.
 - Bank reconciliation, Sales Checking
 - Fish nets Production Wastage reporting & Control.
 - Enter in all data entries, Monthly Accruals and deferrals.

Declaration

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

(Augustin)