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|  |  **Curriculum Vitae** ***Shanoor******Shanoor.225713@2freemail.com*** |
| **Career Objective:****Executive Summary:** | A senior level Accounting & finance professional, excellent track record in all aspects of Accounting, Auditing and Taxation, seeking a strategic role in a dynamic organization to contribute my accrued skills in achieving tangible and strategic objectives of the organization. |
| **Profile:****Nationality:****Current Location:****Preferred Location:****Current Position:****Company:****Total Experience:****Qualification and Certification:****Expected Salary:** **Visa Status:****Joining**  | Male, 29, SingleIndianSharjah, UAEAnywhere in UAEAudit Head (Internal Auditor)Shivaji & Co Chartered Accountants6 years 8 months in Accounts, Auditing And TaxationCA Finalist (The Institute of Chartered Accountants of India) B Sc (General)NegotiableVisit Visa (Valid up to May 12th 2015) Immediately |
| **EXPERTIES**  |
|  | * Finalization of Financial Statements
* Financial Management, Cost Controlling and Budgeting
* Communication, Analytical, Team Building & Leadership, Creative problem solving
* IT Skills, Accounting Software, MS Office
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| **PROFESSIONAL EXPERIENCE** |
| **Designation** | **Articled Trainee(As a part of CA Curriculum)** **2013 February to 2014 September**  |  |  |
| **Organization Name** | Shivaji & co Chartered Accountants, Vijayawada, IndiaS&C0…… |
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| **W**o**rk Description** | Responsible for the following Job Description in the organization and report to Chief Auditor * Statutory Audits of client companies and compliances as per The Company’s Act
* Stock Audit and Inventory management
* Tax Audits of business entities which falls under Income Tax Audit as per Income Tax Act
* Revenue Audit related to the income and expenditure and there relevance towards bank norms
* Cost Audits relating to cost accounts of manufacturing units
* Cash Audits
* Budgeting and Forecasting
* Risk Audits
* Project Financing
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| **Designation** | **Accounts Manager(Accounts & Finance**) 2009 November to 2013 February |  |  |
| **Organization Name** | SS Publishers |
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| **Work Description** | * Liaised with External Auditors for successfully completion of audits (Statutory Audit, Cost Audit Revenue Audit and Tax Audit).
* Preparation of variance report for Actual costs Vs. Production Budgets (Production targets)
* Preparation of variance report for Actual Revenue Vs. Budgeted Revenue (Sales targets)
* Guiding team members for preparation of Financial Statements and various reports for management perusal.
* Ensuring preparation of monthly age wise receivables and payables report to forecast working capital requirements.
* Ensure processing of collections from customers and payments to vendors on timely basis.
* Functioning as an effective practice steward, including coaching & training professionals to develop a quality team.
* Prepared standard operating procedures for Receivables and Payables department.
* Handling of Customer queries and Internal queries.
* Ensure that all the daily performance trackers are updated by team members which are used for generation of MIS reports.
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| **Designation** | **Articled Trainee(As a part of CA Curriculum)** **2007 August to 2009 October** |  |  |
| **Organization Name** | Varaprasad and Associates Chartered Accountants, Hyderabad, India. |
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| **Work Description****Achievements** | Responsible for the following Job Description in the organization and report Chief Auditor * Statutory Audits of client companies and compliances as per The Company’s Act
* Stock Audit and Inventory management
* Tax Audits of business entities which falls under Income Tax Audit as per Income Tax Act
* Revenue Audit related to the income and expenditure and there relevance towards bank norms
* Cost Audits relating to cost accounts of manufacturing units
* Cash Audits
* Budgeting and Forecasting

I have been promoted from Accountant to Accounts Manager *with in One and Half year* due to my extensive knowledge in accounting and auditing fields. |
| **EDUCATION / PROFESSIONAL CERTIFICATION** |
| **Professional Certificate** | **CA Inter** |
| **Institute**  | Institute of Chartered Accountants of India |
| **Completion Date** | November 2012 |
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| **Degree** | **B Sc ( General)**  |
| **Institution** | Kakathiya University , India |
| **Completion Date** | 2007 |
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| **Trainings & Skills**  |
| **Computer Software**  |  Tally9, and Microsoft office (word, Excel, PowerPoint and outlookSAP FICO Advanced - End User |
| **Languages**  |
|  | **English** : Fluent ( Read , Write and Speak) |
|  | **Hindi**  : Fluent ( Read, Write and Speak)  |