

**Name: BIJU**

[**BIJU.256947@2freemail.com**](mailto:BIJU.256947@2freemail.com)

**Career Objective: Seeking a new opportunity to be employed by a in Senior Positions to Organize, Work and Control to achieve targeted Goals in a Strategic approach.**

**Professional Experience :**

**Pentagon Contracting LLC, Business Bay, Dubai.**

(Construction Contractors- Direct Contracts from Consultants) (from Sept 2014 to March2017)

**Senior Accountant.**

Working in senior role of the Business by providing all services and supports towards Contract Accounts, Journal Entries, Account Receivables and Payables, Account Reconciliations,Site Goods Storage and Stock control, Payroll preparation and Verification , MIS, Budgets, Budgetary Control, Site Tools wear and tear Accounting, Detection of Accumulated Pending works in evey project by using Analytical Tools and to arrange meeting with Project & Management, Projectwise Costing, Overall Project Costing, Detection of variance in Fluctuating Over Heads and on delayed progress, Expense and Income forecast based on number of projects, Keeping of Retention files/ Refundable Securities etc, Closing of Accounts.

**Shiek Fahed Group, Qatar. (Dec 2011 – Aug 2014)**

**Job Role: Senior Accountant in QATAR INTERNATIONAL AUTOMOBILES.**

(Importers, Distributors and After Sales Service of MAN TRUCKS and BUSES)

Responsibility: journal entries in Orion System, Pricing, Credit control, Letter of Credit, Bank Guarantee, Tender Documentation, Vehicles and Spare Parts Costing, Customs Duty and Legalisation, Cash Sales, Cheque Deposit and Bank reconciliation (Various local and foreign currency accounts), online Warranty claim of vehicles, Petty cash, Bank Fund Transfer, Calculation of Fx differences , Accounting of indirect income,Bills Discounting and Bills of Maturity Accounting, Monitoring of all Ledger Account balances including Ageing Analysis, Request for payment to HO, Payroll Preparation and Deductions. Renewals of AMC’s,Vehicle Internal Sales and Maintenance A/c, PDI expense, Inventory formulas, Preparation of Final Accounts by keeping External Auditers standard.

**ROLA GROUP (CIVIL, MEP, PLC Contractors), Dubai.UAE.**

(Bin Omair Electro mechanical & Rola Electricals)

**Job Role : Accountant. (March 2009 to Aug 2011)**

Highlights:proper filing of contract files, allocation of cost, Banking,maintain AMC files, Valuation of asset, vehicles, tools and equipments,workers overheads, monitoring delivery note with site purchase invoices, Goods transfer note from store to site and inter site transfer note, verification of returned good, receivables and payables, preparation of financial statements.

**WIPRO CHANNEL PARTNER, KOLLAM , KERALA**

**Industry : Computer Hardware sales and Service.**

**Job Role: ACCOUNTANT AND ADMINISTRATOR. (March 2006 – June 2009)**

Journal Entries,Banking, All Reconciliations, Sale of Goods, Maintaining clients relation ship, market visit, meeting with supplier officials, support to logistic, submission of VAT returns, petty cash.

**GENERAL EXTRUSIONS Pvt LTD, Industrial Estate, KOLLAM , KERALA**

**Industry : Manufacturers of PVC Pipes.**

**Job Role: ACCOUNTANT (April 2000 – Feb 2006)**

Invoicing, Supervising Delivery of Goods, Daily Sales Statement, Preparation of Taxes, Customs Clearence, Receivables, Inventory, Costing of Rawmaterials, Inventary Valuation etc.

**EDUCATION:**

**BCom** : KERALA UNIVERSITY, INDIA.

**Major in ACCOUNTING.**

**MBA**  : CG UNIVERSITY, INDIA

**Major in FINANCE .**

**IMA**  : Member

**CERTIFICATION: VAT/SALES TAX/GST PRACTITIONER/TAX PREPARER LICENSE FROM GOVT OF INDIA.**

**Nationality : Indian.**

Skills : ACCOUNTING SOFTWARES- TALLY, SAGE50, PECHTREE, FOCUS, ORION (Oracle Based) , SAP Knowledge,

MS OFFICE, EXEL, WORD, INTERNET,EMAIL, COMPUTER HARDWARE ASSEBLING, WEB DESIGN MAINTENANCE & SEO.

**LANGUAGES:** ENGLISH, HINDI, MALAYALAM, TAMIL, ARABIC (starter)

**DRIVING:** QATAR /INDIAN LICENSE.

SALARY : Industry Standard

**VISA STATUS : UAE VISIT VISA**