**Shaji.**

**Keelath House**

[**Shaji.326743@2freemail.com**](mailto:Shaji.326743@2freemail.com)

**Objective: -** **To secure a challenging and promising position in a modern, innovative and dynamic organization where I can use my logical and reasoning abilities and technical, communication and interpersonal skills effectively.**

**Career Profile:-**

* Provide accurate financial information to colleagues and Manager
* Asset Management.
* Identifying areas for cost cutting and improvement
* Ensuring that all financial controls are met and adhered to at all times.
* Giving advice, guidance and support on all financial matter to the company directors.
* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**Career History & Accomplishments**

1. **General accountant and finance assistant (2year -still working)**

**AL MAS Hospital (Al Madeena Institute of Medical Science Pvt.Ltd)**

An ISO certified (9001-2008) 308 bedded super specialty referral hospitals with all important department, specialized doctors, nursing and paramedical staff. Internal auditing

* Monthly sale tax return ,Annual return
* Preparation of Sale tax documents
* Bank reconciliation
* Collection checking
* Expenses entering and checking
* Ledger checking, dealing with parties
* Data entering
* Preparation of p & l accounts
* Preparation of balance sheet
* Report cash flow, fund flow statements
* Preparation of budgeted balance sheet
* Stock valuation & verification

1. Worked as an **Accountant** with **AL AHLI GENERAL TRADING CO. LTD, Fujiarah UAE** since **February-2008 to April 2013.**
2. Worked as an **Accountant Assistant** with **MOHAN & MOHAN ASSOCIATES CHARTERED ACCOUNTANTS**, Karunalayam, Wynad Road, Calicut, and Kerala – India from **1st December 2003 to 31st May 2004.**
3. Worked as an ***Assistant Accountant in M/s. HYTEC EXPORTS, Edappal, India* (Since 01 June 2004 to 31 March 2007)**

**Education**

* **B Com with Co-Operation– University Of Calicut, Calicut-Kerala, India.**
* **Plus Two (Commerce) - Board of Higher Secondary Examination, Kerala - India 2000.**
* **S.S.L.C Passed from Board of Public Examination, Kerala- India 1998**.

**Computer Skills**

* **Tally-ERP 9**
* **Web Browsing**
* **M.S Office , Ms-Excel**
* **SA-HIS (HOSPITAL INFORMATION SYSTEMS)**
* **Kvat -e-Returns Filling and e-Consignment**

**Personal Skills**

* Skilled in numerous Financial and accounting fields, including: preparing annual budgets, monitoring key accounts and credit control.

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* Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently.
* Ability to work effectively in all circumstances, meet deadlines and work well in team situations.
* Strong ability to develop and maintain good relations with team/staff, peers and management.
* Good written and verbal communication skills.
* Well-organized, flexible and adaptable.

**Hobbies**

* Reading
* Volleyball

**Languages known: -** **English, Hindi, Malayalam and Arabic (Working knowledge)**

**Personal Details:-**

**Date of Birth : 20-04-1982**

**Sex : Male**

**Marital Status : Married**

**Driving License : Holding Valid U.A.E. Driving License [No. 106238]**

**Passport Details:-**

**Date of Issue : 26-06-2013**

**Date of Expiry : 27-06-2023**

**Place of issue : Kozhikode**

**Declaration:-**

*I hereby declare that the details provided above are true to the best of my knowledge and belief.*

Place: Ponnani **SHAJI**

Date: 13-12-2016