|  |  |
| --- | --- |
| F:\Sajesh.jpgSajesh.Profession :Accountant Email : Sajesh.338136@2freemail.com Personal Data:Date of Birth : 03-06-1978Sex : MaleMarital Status : UnmarriedNationality : IndianResiding Country:UAEVisa Status : Residence Visa | CAREER SUMMARYA highly successful and qualifiedindividual with an **MBA Finance Degree,** Skilled in all aspects of accounting, controlling banking operations, cash operations management, forecasting, interpreting regulations, developing customer rapport, resolving problems, risk & financial management. Demonstrated hands-on management style in the development & implementation of strategic plans to ensure company growth. Hands on experience of providing professional advice in strategic sectors such as financial reporting, Payroll, AR/AP, financial statements. Easy going by nature & able to work with all members of staff .Proven ability to manage multiple assignments efficiently while meeting tight deadline schedules. * **Operations & Financial Analysis**
* **Liability & Cash Management**
* **Financial Reporting**
* **Accounts Payable/Accounts Receivable**
* **Bank Statement Reconciliations**
* **Reporting / Documentation / Payroll**

EDUCATION**M.B.A (Finance) Off Campus**Indian School of Business Management and Administration Mumbai, 2012.**B.com (Commerce)**University of Calicut, 1998.PRESENT STATUS**Senior Accountant**Mars Engineering LLC, Ras Al Khaimah, U.A.E**(April 2010 – Present).**PREVIOUS PROFESSIONAL POSITIONS**Accounts Officer**Thai Group of Companies Calicut, India.**(March 2003 – April 2010)****Accounts Clerk**Well Done Accountants, Thalassery, India**(January 1999 –December 2001)** |

CURRICULUM VITAE

PERSONAL ATTRIBUTES

* Having 14+ years of total work experience.
* Six years plus of international work experience in UAE.
* Holder of valid UAE driving license.
* Comprehensive problem solving abilities.
* Good analytical skills.
* Ability to learn and adapt new challenges with minimum time.
* Excellent coordination and reporting skills.
* Ability to deal with people diplomatically.
* Good verbal and written communication skills.
* Well versed in Tally ERP 9, MS word, Excel, PowerPoint
* Team facilitator and hard worker.

LANGUAGES KNOWN

English Oral: Excellent, Written: Excellent.

Hindi Oral: Excellent, Written: Excellent.

Malayalam Oral: Excellent, Written: Excellent.

DUTIES AND RESPONSIBILITIES HANDLED

**April 2010 to Present** :**Mars Engineering L.L.C- Ras Al Khaimah**

One of the leading engineering company in Northern Emirates specialized in civil and mechanical jobs, and having divisons of Civil, Steel fabrication, Aluminium Fabrication workshop, Electronics Divison, Delivery Services Division, PPE Equipments Trading divison

**Position**  :**Senior Accountant**.

* Handling accounts up to finalization in Tally ERP9.
* Preparing weekly and monthly MIS reports for management of entire divisions.
* Monthly Pay roll preparation
* Reconciliation of banks and inter firm reconciliation
* Monitoring the LPO Generated
* Scrutinizing the Quotations
* Follow up of debtors and monitoring creditor’s payment.
* Employee records for insurance and annual leave benefits.
* Preparing reports for the auditors.
* Payment follows up with fund management.
* Cash management of the entire division.
* Dealing with company banks & meeting all statutory requirements.
* Assigning the day to day entries for updating of accounts to the assistants
* Pulling out reports as and when required from the Assistant Accountants
* Studying the landing cost, price mark up for **imported** products and discuss with the management.
* Comparing the shipping freight, clearing charges and choosing the best for the international purchases
* Negotiating with the international clients
* Forecasting the requirement of goods and providing intimation for generating the IPO

**March 2003to April 2010** :**Thai Group of Companies – Calicut, India.**

Leading Manufacturers of Personal Care and Dress Care Products. Company holds a wide marketing area in India with 40 branches and associates. The company is indulged in marketing of imported tiles having its own brand name “NAKO” covering almost the southern parts of India .The Group has logistics divison having a fleet of 225 trucks operated in Coimbatore in the name Aghin Roadways.

Position :**Accounts Officer**

* Handling of accounts up to the stage of finalization
* Reconciliation of banks as well as branch transactions
* Liasoning with Banks and other financial Institutions
* Preparing MIS report to the management
* Handling Bank Transactions of the Company
* Preparing Budget fund requirement for Fmcg division as a whole having 4 factories every month and comparing with the actuals occurred and studying the deviations
* Studying the factory creditors and follow up, for obtaining all the benefits by payment on due dates
* Making analysis for the raw material requirement of the factories and arranging of funds including foreign payments
* Preparing the Working Capital requirement for various divisons viz the soap divison, building products divison .
* Study regarding the expenses related to Banks and try to minimize t he same through implementing new measures
* Assisting the Chief Internal Auditor of the company by giving tips and techniques for auditing the branches under the group via 21 soap branches, one centralized Tiles branch and the Logistics departments having a fleet of 225 trucks.
* Preparing schedule for the auditors for visiting the branches and an overall monitoring of the reports prepared by the auditors for highlighting the main issues to the management for taking proper decisions.

**December1999to March 2002** : **Well done Accountants Thalassery. India**

Position :**Accoutant**

* Maintaining books of accounts
* Scrutinizing transactions for the purpose of filing Income Tax
* Bank Reconciliation of Clients
* Working efficiently with all MS packages like Word, Excel &
* Power Point apart from other Accounting packages.
* Attending meeting with Govt. authorities in relation with Sales
* Tax and Income Tax related matters for clients
* Preparing and submission of Projected Financial papers to
* Bank and other financial Institutions for clients

DECLARATION

 I hereby declare that the above-mentioned information is true and correct up to the best of my knowledge and belief. I bear the responsibility for the correctness of the above-mentioned particulars**.**