**Application for the post of Sr. Accountant /Assistant Accounts Manager**

**RESUME**

**Shaju**

**Shaju.338297@2freemail.com** ****

**Work Experience :**

About Twenty years experience in various industries with confidence of handling the accounts and other commercial functions, with exposure to computerized accounting and inventory packages and finalizing accounts up to Balance Sheet.

#### Academic Profile

* **Masters Degree in Commerce from Kerala University Trivandrum - Year 1994**
* **Bachelors Degree in Commerce from Mahatma Gandhi University Kottayam - Year 1992**
* **Diploma in Export Management from FIEO Government of India - Year 2000**

#### Computer Literacy

* **Diploma in Computer Application**

MS Office: - MS Word, MS Excel, Power Point, MS Access, MS Outlook, Internet

* **Financial Accounting Packages**

ERP- **Micorsof Dynamics AX** (V.2012)

Focus RT (ERP Package), Tally 6.2, Dataman, Pro-Fit,

Employment Profile

Organisation : U-PAK F.Z.C. Ras Al Khaimah, U.A.E. Since July 2007

U-PAK F.Z.C. is a wholly owned subsidiary of Kuwait Packing Materials Manufacturing Co, K.S.C. (K-PAK®) which is a company listed on the Kuwait Stock Exchange. The K-PAK® group, established in 1984, offers one of the largest range of Extruded Polystyrene (EPS) disposable take-away food containers, tableware, trays and cups in the region.

Designation : Asst. Manager Finance & Accounts - Reporting to General Manager (Finance and Admin.H.O in Kuwait)

Functions

* Supervision of day to day activities of the factory accounting functions.
* Prepare, develop and analyze management accounting information.
* Finalization of accounts and preparation of Balance Sheet and Profit & Loss account on a monthly basis for Management in specific/generic formats and liaising with auditors for certified audits as per International Standards at the year end.
* All Accounting and book keeping work which includes initial verification and passing of Purchase bills after checking the required documents/approvals and thereby initiating payments/transfers of funds to creditors on due dates.
* Preparations of quarterly and annual Budgets. Variance Analysis Reports, Sales Analysis Reports, and preparation of required Financial Presentations for Board Meetings/Finance related meetings and documentation of all the above.
* Preparing of Bank Reconciliation for all the bank accounts operated by the company on a monthly basis and coordinating with banks for any queries.
* Preparation of Cash Flow Statements on a monthly basis and arranging for funds accordingly and handing Petty Cash and other Cash Payments.
* Ensuring proper & timely collections of payments from the customers of the company & timely payments to suppliers of the company at all times.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports. Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Liaison with Free Zone Office for administration and HR works.
* Comply with applicable International Accounting Standard Board (IASB) and ISO 9001 requirements.

Organisation : BOSCO Group of Companies viz. BOSCO Trading Co.L.L.C. Ras Al Khaimah, U.A.E. From February 2003 to June 2007

BOSCO Aluminium & Glass Co L.L.C. is the largest Aluminium & Glass, fabrication and trading company based in Sharjah. Having fabrication unit, metal and wood coating, Upvc, building construction and trading glass and aluminium profiles, accessories and tools divisions all over in U.A.E.

Designation : Sr. Accountant Ras Al Khaimah Branch, Reporting to General

 Manager (Finance and Accounts-H.O).

Functions

* Supervision of day to day activities of the factory accounting functions.
* Prepare, develop and analyze management accounting information.
* Finalization of accounts and preparation of Balance Sheet and Profit & Loss account on a monthly basis for Management in specific/generic formats and liaising with auditors for certified audits as per International Standards at the year end.
* All Accounting and book keeping work which includes initial verification and passing of Purchase bills after checking the required documents/approvals and thereby initiating payments/transfers of funds to creditors on due dates.
* Preparing of Bank Reconciliation for all the bank accounts operated by the company on a monthly basis and coordinating with banks for any queries.
* Preparation of Cash Flow Statements on a monthly basis and arranging for funds accordingly and handing Petty Cash and other Cash Payments.
* Ensuring proper & timely collections of payments from the customers of the company & timely payments to suppliers of the company at all times.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports. Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.

Organisation : PAREKH Group of Industries viz. PAREKH Platinum Ltd. Mumbai from Dec.1998 to January 2003

PAREKH Platinum Ltd. is the largest precious metal company in India with a diverse product range with two operating divisions. Jewellery and Industrial Products. The Industrial Products include primary metals, catalysts, chemicals and engineering products of precious metals. The Consumer products include finished jewellery, coins, bars, ingots, semi finished jewellery (components) of precious metals, primary gold bars and silver.

**Designation : Accountant, Reporting to General Manager – (Finance and Accounts**.)

Functions

* Receipts and Payments of Bank transactions, maintaining all bank accounts of PPL and its subsidiary companies. Bank Reconciliation statements.
* Recoveries and Reconciliation of debtors and creditors accounts, dispatches of inventory and expenses management, monitoring of collection and outstanding.
* Reconciliation of Group Company accounts and Branch accounts with head office.
* Maintaining Statements relating to Return of Sales Tax and Income Tax
* Preparing reports required for Annual and Quarterly Results, Tax Audit and Bank Audit etc.
* Assisting Auditor’s for auditing and Maintaining Fixed Assets Register for Income Tax, Sales Tax and Insurance Matters.
* Preparing MIS reports.
* Responsible for preparation and finalization of accounts up to the Balance Sheet.

**Organisation : Metcalfe & Hodgkinson Pvt. Ltd.,** **New Delhi Dec. 1995 to Nov. 1998**

A Joint Venture project of Lloyd’s group of England and Metcalfe & Hodkinson India at New Delhi. Engaged in the business of Ship Engineer surveyors and Consultants, Marine surveyors and Loss Adjusters.

**Designation : Accountant, Reporting to Manager (Finance and Accounts**)

**Functions**

* Data Entry of all books of accounts in fully computerized environment.
* Maintaining Branch accounts and reconciliation of branch account with head office.
* Monthly MIS Reports from branch offices regarding outstanding balances, age wise analysis etc.
* Receipts and Payment of Bank transactions Voucher making etc.
* Preparing Journal vouchers, checking purchase bills and its calculations.
* Preparing of various reports required for Annual and Quarterly Results. Also statements relating to Tax Audit.
* Responsible for preparation and finalization of accounts up to the Balance Sheet.

**Organisation : Wasan Group of Industries viz Wasan Shoes Ltd.,** **New Delhi Dec. 1994 to Nov. 1995**

Wasan Shoes is engaged in the business of manufacturing and exporting of Leather Garments and Shoes with worldwide network having an export House Status given by Government of India.

 **Designation : Accountant, Reporting to Manager (Accounts**)

**Functions**

* Preparing invoices and maintaining sales register.
* Data Entry of all books of accounts in fully computerized environment.
* Receipts and payment of bank accounts cash accounts and preparing vouchers.
* Bank Reconciliation statements, Monthly MIS reports, expenses relating to projects and other expenses.
* Salary preparation, statement relating to ESI and P.F.
* Handling Petty Cash.
* Reconciliation of Dealer’s Commission and settlement of accounts.
* Preparing Trial Balance.

**Personal Profile**

Sex : Male

Date of birth : 06.02.1972

Marital Status : Married

Language Proficiency : English, Hindi, Malayalam

Place of Taken : Dubai

Date of Taken : 8th December 2014

Date of Expiry : 9th December 2024

Visa Status in U.A.E : Employment (RAK Free Trade Zone Co.)

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