Kiran

[Kiran.347271@2freemail.com](mailto:Kiran.347271@2freemail.com)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objective**

To work in a competitive environment where I can impart my knowledge and skill to its optimum for the company's growth. To learn new information, to sharpen my knowledge and skills and working as a team to achieve company’s success.

**Strengths**

Honest, dedicated, loyal and committed towards accomplishing goals and objectives set by the management.

Time Management.

A zeal to learn new information.

Known to be a good team player, having a positive attitude and practical approach in life.

Enthusiastic, versatile, problem solver, juggles multiple tasks, responds creatively and quickly with conventional or unconventional solutions.

Ability to work under pressure.

Adaptable to a fast paced work environment.

**Academic Qualification**

Masters in Business Administration (Finance and Marketing) in Kerala University 2003.

Masters in Commerce (Finance) in Kerala University 2005.

**Additional Qualification**

Advanced Excel course from Manipal Global Education Academy.

Hands on knowledge on accounting software - Oracle financials (GSL accounting software), Dream (Inchcape accounting software), GEMS (GSL accounting software), YISS2 & CMS (Both Inchcape operations software).

1 of 3

Diploma in Computer Applications.

Computerized accounting packages such as Tally, Peach tree & Dac Easy.

**WORK EXPERIENCE**

**Inchcape Shipping Services Dubai LLC**

**Senior Accounts Executive from Feb ‘10 to till date**

Inchcape Shipping Services is the world's leading marine services provider. Through its proprietary network of some 255 offices employing over 3,500 people across 66 territories, ISS provides its customers with an unparalleled global resource delivered locally and tailored to each customer's individual needs.

**Key Jobs & Responsibilities at Inchcape Shipping Services.**

Handled accounts for Dubai and Northern Emirates.

Supervision and Coordination in handling accounts for Maersk Shipping lines & Aida Cruises.

Leading as a Super user (YISS2) in implementation of new system. Preparation of weekly and monthly reports.

Handled disbursement accounts for Oman, Qatar, India & Srilanka.

Responding to customer queries and resolution in order to receive funds without delay.

Preparation of SOA and following up with Debtors towards settlement for payment.

Liaising with Suppliers for Invoices. Handled Supplier payments.

Handled Petty cash for 3 locations (Dubai & Northern Emirates). Handled CTM & TT's for 3 locations (Dubai & Northern Emirates).

2 of 3

**GLOBAL SHIPPING & LOGISTICS LLC**

**Accountant from Nov’06 to Jan’10**

Al Shirawi Group is a highly diversified Group in the UAE and in the GCC Countries market. Its Operations cover Manufacturing, Trading, Leasing, Logistics, Construction and Service Industries. It has about 30 different subsidiaries headed by the Oasis Investments LLC as the holding company. Global Shipping & Logistics LLC is one of the wholly owned Subsidiaries of Oasis Investments LLC, engaged in the business of Clearing & Forwarding, Freight Forwarding, and Third Party Logistics & Transportation.

**Key Jobs & Responsibilities at Global Shipping & Logistics LLC.**

**Finance & Accounts Activities:**

Costing of warehouse space & Facilities (Cold Storage & Temperature Controlled), Transportation Services & Clearing & Forwarding Jobs.

Responsible for Accounts Payables, Account Receivables & Finalization of books of accounts.

Work experience in the implementation of Oracle software. Preparation of Monthly MIS.

Correspondence with the Bankers, Debtors & Creditors. Payroll Management.

Preparation of weekly reports such as Net Financial Liability report, Debtors Ageing Report, Creditors Ageing report, Weekly sales report.

Preparation of monthly reports such as Performance report, Prepayment report, PDC report.

Bank reconciliation, Head Office reconciliation.

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Age and Date of Birth** : | | 35 years, 14 January 1981 |
| **Sex** | : | Male |
| **Marital Status** | : | Married |
| **Languages Known** | : | English, Hindi, Malayalam and Tamil. |

3 of 3