**SHINOJ**

 E-Mail: shinoj.359669@2freemail.com

Senior Accounts Professional with over **15 years** of experience in finance.

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**Expert in SAP Reconciliations Maintaining Books of Accounts**

**Preparation of Financial Reports Inventory Management Cash Flow Statement**

**Banking Operations Payroll Administration Handling Account Receivables & Payables**

 **Fixed Assets Accounting General Ledger Scrutiny Intercompany Management**

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**Accounting Functions**

* Overseeing day-to-day accounts related activities in coordination with internal / external departments for smooth financial operations.
* Presenting a true and fair view of the financial position of the company by way of timely preparation of monthly & annual financial reports
* Handling monthly payroll, Sales incentive calculations, leave settlements and final settlements.
* Following up for receivables and ageing analysis to keep receivables under control and ensuring that all payments are made to suppliers within the stipulated time.

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Since Sep’2010 with Al Futtaim Watches and Jewellery LLC, Dubai

Al-Futtaim Watches & Jewellery is part of Al-Futtaim Group and known for showcasing some of the most renowned watch brands and latest collections from various jewellery brands along with loose diamonds.

**Job Profile:**

* + Compliance of Group Accounting Policies.
	+ Monthly and Annual closing of the books and variance analysis
	+ Handling Auditors in final yearend audit.
	+ Cash Flow Statement.
	+ Proper insurance policies are in place to safeguard company assets against the foreseeable risks.
	+ Accounts Receivables & Supervising payables of suppliers.
	+ Preparation and checking of staff final settlements.
	+ Maintain of Fixed asset schedules.
	+ Support to Finance Manager and MD for various activities and reports.
	+ Monthly inventory provision calculation.
	+ Verification of companies ledger accounts
	+ Day to day accounting activities.
	+ Handling of petty cash.

Nov ’2002 to Aug ’2010 with Sharjah Oxygen Company – Sharjah, U.A.E as Accountant

SOC has been and still is a leading producer and supplier of industrial, medical, mixtures and specialty gases, trading in gases related equipments, and accessories, storage vessels and cylinders, providing all gases related installations and services.

**Job Profile:**

* + Monitoring the day to day Accounting Transactions of the Company
	+ Finalization of books of accounts, P& L and Balance Sheet on monthly basis.
	+ Handling entire payable works of the company, including Supplier Payment Control- (Overseas & Local) & Timely Reconciliation of Payables, and submission of Control Chart for Payments & Import Transactions to the Management.
	+ Controlling of Main Cash of the Company and its Branches.
	+ Preparation of Bank and Cash Reconciliation of the Company & Monitoring the inflow and outflow of funds, to ensure the optimum utilization of the available resources towards the accomplishment of organizational goals.
	+ Preparation of JVs for monthly closing.
	+ Preparation of MIS reports on a monthly basis.
	+ Negotiation & Controlling of entire Bank Transactions of the Company
	+ Preparation of Monthly Payroll and transferring to employees Bank Account.
	+ Handling the entire works related to Employees, Personal Information, Leave settlement, Final Settlement, Ticket Booking, Staff Loan & Advances, Passport Control, Personal File Control & General Administration.
	+ Negotiation with Insurance Companies – for the various Insurance Policies of the Company such as Vehicle Insurance, Fire Policy, Workmen Compensation, Marine Insurance etc.
	+ Monitoring the work of my subordinates and giving the final report to the Finance Manager

July ’2001 to Oct ’2002 with International Golden Furnitures -Muscat Oman as Accountant

International Golden Furniture (IGF) is one of leading furniture companies in the Sultanate of Oman. It has many showrooms and divisions, which covers a wide range of word class and exclusive furniture i.e. Home Office, Garden, School and college furniture, in addition to electronics, home appliances office equipment and variety of furniture accessories

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* Well-versed in SAP FICO
* Conversant with MS Office, Tally, and Vissac (ERP Package).

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* B.Com. from University of Mahatma Gandhi, Kerala, India
* Pre- Degree from University of Mahatma Gandhi, Kerala, India
* Advanced Diploma in Computer Application, Aptech Institute Kottayam, India.

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Date of Birth 30th December 1974

Languages Known English, Hindi and Malayalam

Visa Status Employment Visa (Transferable)

Driving License Valid UAE Driving licence