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**BIJU**

[**BIJU.366964@2freemail.com**](mailto:BIJU.366964@2freemail.com)

**Finance Manager with 11 years of Experience in Middle East**

**Objective**

Obtain a position in finance area where I can apply my analysis, reporting, finance and accounting skills to achieve and exceed business goals and objectives.

**Snapshot**

* 11 Years of experience in Financials Accounting, Management Accounting, Costing, and Internal Auditing with reputed **manufacturing, trading, engineering, construction and facility management organisations**.
* Well experienced in doing finalization of accounts as per IFRS standards and prepare MIS reports.
* Handle full spectrum of financial and cost accounting roles as AR, AP, GL, forecasting and budgeting.
* Having good knowledge in oracle financials modules (GL, AR, AP).
* Working knowledge in Focus RT, Tally Erp9, Peach Tree accounting software.
* Positive Attitude, Positive Outlook, Highly result Oriented, aggressive team member and great flexibility towards success

**Professional Career Summary**

|  |  |
| --- | --- |
| Duration | Company/Designation |
| April 2012-Till date | Nitty Gritty Technical Service and Contracting LLC,Dubai, UAE/Finance Manager |
| April 2010- January 2012 | Bahrain Prism Glass Factory, Bahrain (Subsidiary company of Banz Group )/Senior Accounts Officer |
| May 2006 – January 2010 | Gulf Craft Inc, Ajman, UAE /Accountant |
| July 2005 – May 2006 | Lions Commercial, Sharjah, UAE / Accountant |
| June 2001-May 2005 | Devine Gold Co, India /Accountant |
| October 2000-June 2001 | Johny Paul And Company, India / Accounts Trainee |
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**Summary of Educational Qualifications**

* Bachelor of Commerce Degree (B.Com) from University of Calicut, kerala, India.
* Pursuing for CMA.

**Professional experience**

***Finance Manager April 2012 to till date***

***Organization : Nitty Gritty Technical Services and Contracting LLC***

***Organization Type : Facility Management and Construction***

***Location : Al Quoz, Dubai***

***Area(s) of Experience : Financial accounting, Management accounting and Costing***

***Reporting to : Managing Director***

***Brief Job Description***

* Design & implementation of chart of accounts, Cost accounting and financial accounting reporting System.
* Monthly closings of books and preparation of monthly MIS reports including income statement, balance sheet, project profitability reports and cash flow statement in IFRS standards.
* Handling payroll by preparation and execution through WPS.
* Supervising in reviewing supplier invoices and processing payments on priority basis.
* Supervising duly reconciliation of customer, supplier and bank accounts.
* Monitoring all day to day activity from petty cash to fiscal reporting activities for the organization
* Perform project cost forecasts/budgets, cost tracking, monitoring and controls.
* Monitoring inventory system.
* Review and implement modifications to accounting systems and procedures.
* Associate with General Manager and project manager in preparing and reviewing Annual budget.
* Liaison with auditors for audit requirements.

***Senior Accounts Officer April 2010 to January 2012***

***Organization : Bahrain Prism Glass Factory***

***Organization Type : Various types of glasses processing company***

***Location : Hidd, Bahrain***

***Area(s) of Experience : Financial accounting, Costing, Internal Audit***

***Reporting to : Finance controller***

***Brief Job Description***

* Preparation of monthly account statements includes income statement, financial position statement and cash flow statement.
* Associated with Finance controller in preparing annual budgets and timely revision of budgets.
* Co ordinate purchase department and banks to process and maintain credit instruments to facilitate overseas purchase
* Reviews and recommends modifications to accounting systems and procedures
* Research and reconcile all discrepancies.
* Managed LC and TT payment transaction along with backlog accounts of international client
* Performs internal audit of accounts payable, payroll distribution, fixed assets, and cash. May make correcting journal entries in assigned areas.
* Assist in providing outside auditors with all required data.
* Maintain and update the fixed assets records with calculation of deprecation, in order to exercise effective control of the assets of the company.
* Responsible for closing books at year end upon completion of annual audit.

***General Accountant May2006 to January 2010***

***Organization : Gulf Craft Inc***

***Organization Type : Luxury Yachts and Boats manufacturing company***

***Location : Ajman, UAE***

***Area(s) of Experience : Financial accounting, Costing, Internal Audit***

***Reporting to : Chief Accountant***

***Brief Job Description***

* Associated in period end account closing process including consolidation.
* Preparation of provision for gratuity, vacation pay, air ticket schedules and other supporting documents in accordance with IFRS norms for the purpose of finalization.
* Monitoring all transactions related to inventory and manufacturing
* Doing costing for overseas purchase and enter purchase vouchers
* Monitoring all inter warehouse and inter factory transactions
* Preparation of MIS of individual jobs with cost sheet.
* Preparing cash flow statements.
* Assist in providing outside auditors with all required data.
* Maintain and update the fixed assets records with calculation of deprecation, in order to exercise effective control of the assets of the company.
* Doing costing for semi finished products and capital work in progress to facilitate year end closing process.

***Accountant July 2005 to May 2006***

***Organization : Lions Commercials***

***Organization Type : Trading Company***

***Location : Sharjah, UAE***

***Area(s) of Experience : Financial accounting.***

***Reporting to : Chief Accountant***

***Brief Job Description***

* Day to day accounting data as data entry and verifying it.
* Preparation of Cheques, Bank Reconciliation Statement, Ageing Analysis Report, Collection plan and Co-ordinating with the Chartered Accountants
* Coordinating with Bankers for bank balances, monthly reconciliation
* Independently organizing filing of all records correctly &promptly
* Preparation of sales orders, sales invoices, credit notes
* Controls and ensures that all vendor invoices are booked accurately
* Reconciliation of Debtors & Creditors.
* Maintaining Fixed Asset Register
* Preparing cash flow statements
* Preparing Trial Balance, Profit and loss account and Balance sheet

**Computer Skills and Other Abilities**

**Description Proficiency Level Last Used / Practiced**

# Oracle financials 11i Above Average October 2010

(GL, AR, AP Modules)

# Ms Word, MS Excel Excellent Currently Using

Focus. RT Excellent October 2011

Tally Above Average Currently Using

**Personal Profile**

Date of Birth : 30 May 1978

Nationality : Indian

Gender : Male

Marital Status : Married

Visa Status : Residence (Transferable)

Availability : One month notice period

**Declaration**

I hereby declare that all the information given above is true and correct to the best of my knowledge. Should I be offered an opportunity, I will discharge the duties entrusted to me the best of my capacity and the entire satisfaction of the organization.