#### SHAJU



Dubai,

UAE

D.O.B - 20th May 1969

Nationality - Indian

Civil Status - Married

Gender - Male

Religion - Christian

Driving License - Valid U.A.E Light Driving License

E-mail - [shaju.369292@2freemail.com](mailto:shaju.369292@2freemail.com)

#### Personal Profile

**Knowledge seeking, optimist and flexible are a few qualities associated with my personality. Over the years undertaking responsibilities and working with professional team has developed my mental poise, excellent Interpersonal skills has given me the ability to create cooperation in groups to achieve challenging targets. Have a pleasing nature, sound health and motivation to learn and explore continuing.**

#### Professional strengths

* Have good organizational and management skills.
* A result-oriented professional with over 17 years' experience in Credit Control, Accounts, Finance, Auditing & Administration.
* Demonstrative excellence in handling operations. Excellent relationship management skills with experience in statutory compliances and smooth business operations.
* Adroit at setting up and heading complete branch operations with key focus on bottom line profitability by ensuring optimal utilization of available resources.
* Well versed with modern accounting systems and standard with expertise in preparation of accounts, reconciliation statements along with schedules.
* Experience in handling a wide spectrum of finance & accounts activities encompassing finalization of accounts, cash flow management and auditing
* Gained exposure in working in different industries including Distribution, FMCG & Manufacturing
* Demonstrated ability to develop, identify and implement process improvements.
* Ability to learn new concepts and improve the existing ones.
* Ability to handle multiple tasks and work under pressure.
* Ability to work with multinationals.

#### Work Experience

**Aujan Company**

**P.O Box 116495,**

**Dubai,**

**UAE.** [**www.aujan.com**](http://www.aujan.com)

**AL AUJAN & OASIS - UAE**

**Chief Accountant** since August 2013

(Joined in Al Aujan & Oasis as a Junior Accountant in 2000, promoted as Sr. Account in year 2006 and currently working as Chief Accountant)

**Areas of responsibilities**

* Managing three branches in UAE (Dubai, Abu Dhabi & Al Ain) with supervising entire commercial/Sales operation (AR/AR, TPR/PPR Discounts & Rebate, Fixed assets, Month end Closing, Yearend closing, Cash & Bank reconciliation, Weekly/Monthly Cash flow, All operational related approvals, Accruals/Provision review, Balance sheet schedule, Audit process, Various Ad hoc requirements)
* Prepare annual budget by Sector / Branch / Country and finalized the numbers (after multiple reviews and Changes) with Various Presentations and Reports
* Finalize monthly financials up to the profit & loss, balance sheet and Cash flows according to International Financial Reporting Standards and various Presentations with Analysis/Reports by Branch / Country within the scheduled deadlines.

* Prepare Various KPI’s, Overhead Analysis, Margin related Analysis (Margin Variances / Net Realization, etc.…)
* Review daily dashboard for Sales achievement, Discount usage, AR Overdue, etc.
* Managed Finance Staff Vacations and day to day operational Issues

**A. W AUJAN & BROS. K.SA**

**Accountant** May 1995 to Sept 1999

**Areas of responsibilities**

* Handling Accounts Receivable functions including order processing, payment follow-ups with salesmen as well as the customers, periodical review of customers' accounts & reconciliation, issuing monthly credit notes for display, discounts, etc. Preparing A/R outstanding report fortnightly & accounting receipts.
* Managing Accounts Payable functions including checking supplier's bills, supplier's account reconciliations and approving payments.
* Monitoring inventory control functions including physical verification of warehouse stock, van stock & at stock points & monthly reconciliation of stock.
* Passing month end journal vouchers (Accrued, Prepaid, Depreciation & Provisions, etc.).
* Analyzing expenses with budgets monthly for cost control & preparing variance report.
* Verifying & monitoring daily cash movement, daily bank deposits, etc.
* Calculating risk factors & covering up risk.
* Finalizing accounts (T/ B, Income Statement & B/ S).
* Preparing monthly marketing reports.
* Arranging audit schedules for statutory audit.

**Fernhill Laboratories & Industrial Est**

**Assistant Accountant** Oct 1992 to April 1995

**Areas of responsibilities**

* Accountable for:

Purchase & Sales Accounting

Statements for Working Capital Requirements

Bills Verification

Cash & Bank Transactions

Payroll & General Administration

* Assisting in finalization of accounts/ auditing.

#### Skills

**Communication skills** - Good English, Hindi, Malayalam communication skills.

**Team Player** - I am a good team player who is ready to lead as well as follow. I strive to work as hard as I could for my team, accept the outcome as it may be and learn from the mistakes.

**Leadership Skills -** I can lead by setting an example for others to follow

#### Education Qualification

* B.Com. from Calicut University, Kerala in 1989

#### Other Qualification

* **Good Working Knowledge of**

M.S. Office Excel M. S PowerPoint

M.S Outlook Control (BI)

M.S Word MFG Pro / ProComm (ERP)

* Thorough knowledge of Computerized financial & Management Accounting System.
* Conversant with Van Sales Application under computer handheld system

#### Referees

References are available on request.

I hereby certify that all information provided above is true and correct to the best of my knowledge. In event of my being selected, I assure that, I shall make every effort to perform all duties entrusted to me the best of my abilities and to the highest satisfaction of the management.

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