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| **Sujo**  **Accounts Management Professional**  **E-mail:** [sujo.380886@2freemail.com](mailto:sujo.380886@2freemail.com) |  |

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| **Objective:**  To work in a challenging and responsible position where my professional skills can be utilized for the progress of the organization and to update myself with the latest technologies | | | |
|  | **CORE STRENGTHS** | |  |
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| * 4+ years proven experience in Gulf | |  | |
| * MIS/ Accounting & Financial Reporting * Timely & accurate accounts finalization * Solid Management & Leadership abilities * Extensive Accounts & Finance Experience * Maintenance of Book of Account | |  | |
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|  | **QUALIFICATIONS** |  | |
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| **Completed MBA (Master of business administration) Finance**  **Bachelor of Commerce,**Calicut University, India. | | | **2011**  **2009** |
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|  | **CAREER SNAPSHOT** |  | |
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| **Accountant, Maysa national modern LLC(OMAN)** | | | **Dec 2014 –Jan 2018** |
| **Accountant, info systems and communicaton** | | | **Mar 2011 – Apr 2014** |
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|  | **AREAS OF EXPERTISE** |  |
| **Accounts Management**  • Maintaining accounts receivable and accounts payable  • Prepare annual financial statements  • Internet research for new accounting standards and techniques  • Handled purchases  • Researched and documented new accounting procedures and processes to be  implemented  • Journal and ledger entries. | | |
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| **Finance Management**   * Establish and maintain cash controls and reconciliation of bank statements and general ledgers. * Provide assistance to senior management in the preparation of the organization’s annual budget and audit. * Review payroll reports; calculate salaries, and the employee’s contributions and deductions, make adjustments to the payroll as necessary. * Maintain records of all financial systems, issuing receipts for all transactions involving accounting. * Task to prepare income statements, monitor financial transactions, and enter to accounting system. * Classify and maintain monthly balance sheets and financial statements |
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|  | **PROVEN JOB ROLE** |  |
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| **Accountant –**Maysa national modern LLC   * Accountable for payment collection from client, bank check processing and ensuring accurate posting in tally. * Handling the preparation of petty cash reconciliation statement and assuring sufficient availability of cash at the branch. Managing GL accounts reconciliation and monthly reconciliation schedule preparation. * Conducting analysis on the outstanding receivables to the Branch Manager. * Making sure the adherence to the company policies on invoicing, petty cash handing and passport request. * Managing the generation of sales analysis report, AR report, daily sales report, stock ageing report and wage analysis report. | | |
| **Accountant –** Info systems and communication.   * Responsible in the complete handling of accounts up to finalization including validating and processing purchase/sales payment and receipts. * Supervised weekly the debtors’ balances, followed up payments, processed payroll, handled petty cash, bank reconciliation, sales & purchase accounting, sales tax and interest computations. * Prepared monthly trail balance, trading, P/L accounts cash flow statement and ensured adequate funds are available to meet the expenses of the company. * Conductedyearly inventory valuation, passing journal entries and solved queries of the auditors. * Produced monthly stock valuation report, AR report, sales analysis report, wage analysis report and cash flow statement. | | |

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|  | **IT SKILLS** |  |
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| * Proficient in Financial Packages: Tally, ms office ,power point | | |

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|  | **PERSONAL DETAILS** | | |  |
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| Nationality | | : | Indian | |
| Date of Birth | | : | 12 th april 1987 | |
| Marital Status | | : | Married | |
| Visa Status | | : | Visiting visa | |
| Languages | | : | English &Hindi | |
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|  | **REFERENCES** |  |
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| Furnished promptly upon request | | |