

**SHAD**

**E-Mail:** [shad.381721@2freemail.com](mailto:shad.381721@2freemail.com)

***A multi-faceted professional having creative intellect / insight & sharp planning skills to meet organizational objectives; seeking senior level assignments in Finance & Accounts with a leading organization of repute preferably in Gulf/ Kerala***

**PROFILE SUMMARY**

* **A Consummate professional with 7 and half Years of experience in:**

**-Accounting Functions -Receivables/ Payables Management -Budgeting & Forecasting**

**-MIS & Reporting -Auditing & Taxation -Cash Flow Management**

**-Working Capital Management -Statutory Compliance -Liaison & Coordination**

* Adroit in conducting Statutory/ Internal & Tax Audits with critical analysis of each caption of financial statements
* Gained experience in entire accounting & finance functions including maintenance & finalization of accounts, working capital management, profit monitoring and building internal financial controls
* Skilled in financial reporting, cost flow analysis, fund management and management reporting
* Proficient in formulating budgets, implementing systems/procedures, preparing key reports to exercise financial control and enhancing overall efficiency of the organization
* An effective communicator with excellent analytical and leadership skills

**CORE COMPETENCIES**

**Accounts & Finance**

* Preparing the cash & fund flow statement, balance sheet, audit & other financial reports to keep a track of business performance
* Maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms

**Auditing & Taxation**

* Developing plans & ensuring their timely assessment and filing direct & indirect returns & service tax in compliance with statutory acts
* Handling company’s internal audit including setting-up of systems and monitoring the implementation of same

**Budgeting & MIS**

* Formulating annual budgets and conducting variance analysis to determine difference between projected & actual results
* Supervising the preparation of MIS reports for forwarding the feedback to top management on financial performance, viz. monthly profitability and age-wise analysis of debtors

**Accounts Receivable / Payable**

* Handling reconciliation of accounts receivables and trial balances with the general ledger control account
* Checking accounts payable to ensure that accurate claims are filed with vendors and receivables are collected on time

**ORGANISATIONAL EXPERIENCE**

**Mar 2011 to July 2014 HajeeAPBava & Co-engineering and Construction Pvt. Ltd., Head Office Chaliyam as An Accountant.**

**Since Aug ’14 Hajee AP Bava & Co-engineering and Construction Pvt. Ltd., Bangalore Head Office as Assistant Accounts Manager.**

**Key Result Areas:**

* Accountable for finalization of accounts including preparation of balance sheet
* Functioning in collaboration with Auditors and carrying out reconciliation of account receivables & payables
* Conducting checks on process accounts payable and scrutinizing the general &sub ledgers that includes branch reconciliation
* Evaluating the monthly reconciliation of statutory accounts and payments
* Paymentand E-Filing of Service Tax and TDS.
* Reconciliation of client as well as Sub contractors Bills, Branch, Interbranch and inter company.
* Responsible for preparation of month-end MIS Reports and forwarding the same to top management
* Carrying out cost centre analysis and internal audits
* Developing & forecasting the budgets and tracking the implementation of same
* Handling all bank related transactions of the region and any other work assigned by management

**PREVIOUS EXPERIENCE**

**Feb 2010to Jan 2011: Amana Toyota, Malappuram as a Project In chargedealing with Purchase, Accounts and Administration**

**TRAINING**

* Completed ERP Software Training at URC, Thiruchirapally, Tamil Nadu in 2014.

**IT SKILLS**

* Conversant with:
* ERP/Tally / Oracle Environment
* MS Office (Word, Excel,PowerPoint& Photoshop) and Internet Applications
* Windows 98/2000, Windows NT 4.0/XP, Windows 7,Windows 8, MS-DOS.

**EDUCATION**

2009 MBA (Finance-Systems) from Mahathma Gandhi University, Kottyam, Kerala.

2007 B.Com. from Bharathiar University , Coimbatore, Tamilnadu.

**PERSONAL DETAILS**

Date of Birth: 25th January, 1987

Nationality: Indian

Driving License Details: Light Motor Vehicles, Transport, Motor Cycle, With Gear

Marital Status: Married

Languages Known: Malayalam, English, Hindi, Tamil and Arabic.

Location Preference: Gulf

**DECLARATION**

I hereby declare that all the fact stated above are true and correct in best of my belief and knowledge.