**Curriculum Vitae**



Name: Sreeraj

Address: Sharjah, UAE

Email: sreeraj.381998@2freemail.com

Place of birth: Kerala, India

Nationality: Indian

**Professional Summary**

I am a self-motivated, Senior Accountant cum Credit controller with 14+ years of experience handling financial information for large organizations. Currently seeking for opportunities within the field of accounting or credit management.

**Personal strengths:**

* Self-Starter
* Solution driven
* Time management
* Analyzing

# Work Experience

**Company: Wilhelmsen Ship Service - DUBAI Role: Senior Accountant Cum Credit controller**

Duration: Nov 2012 to Present

## Responsibilities

* Monitoring customer’s credit terms, payment follow up and reduce creditexposure
* Coordinate the end of month closing process to ensure all corporatedeadlines are met.
* Describe and clear disputes and unpaid invoices
* Prepare monthly financial reports, reconcile complex fixed asset accounts, generate reports, and provide reports to management regarding significant expenditurefluctuation.
* Visit Customers along with Account Managers to discuss credit policies and payment terms
* Ensure that customers receive a professional approach and service levels aremaintained
* Prepare and report to management the financial status of customer’s and outstandingpayments
* Providing support for accountants and external departments/auditors in general accounting and related functionalareas.
* To highlight disputed invoices, and ensure these are resolved within 30days
* Received an award for the best performer of theyear.


## Company: Globelink West Star Shipping LLC- DUBAI

### Role: Senior Accountant (July 2008- Nov 2012)

**Responsibilities**

* Perform daily accounting transactions such as verifying, creating & postingvouchers
* Accurately update cash transactions like PV, Cheques and remittance Etc. day to day banking activities.
* Performed all accounting features, including bank reconciliations, expense accruals,coding

transactions and reviewing of bookkeeper's entries.

* Reconciliations of cash impress. Prepare monthly sales report and commission statement based on monthlysales.
* Prepare statements of account, reconciled and verify supporting documents. Prepareperiodical

financial reports.

* Verification of cost, invoice, billing and release or subcontractorpayment
* Possesses strong analytical &problem-solving skills, with an ability to make logicalsolutions.
* Generate income statements and prepare balance sheets, general ledger andreports.
* Had exposure in statutory audit, internalAudit
* Prepared monthly closingentries.
* Performed bank reconciliations, account reconciliations between the general ledger, subsidiary ledgers and between the general ledger and financialstatements.
* Performed other tasks required by the AccountingManager.


## Company: Al- Eskan Policlinic- KSA

### Role: Accountant (Feb 2004 to April 2008)

**Responsibilities**

* Purchasing material for inventory and maintain the stockavailability
* Check the quality andprice
* Created purchase orders and maintained necessary balancelevels.
* Cross-checked data between the physical documents and thesystem.
* Update the sales price in system as per the cost anddemand
* Replace the items before expiry and maintain thequality.
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# Education & Computer Proficiency:

### Bachelor's Degree in Accounting (Kerala University)

MS Word, Excel, Power Point, Auto CAD, MS Project, IFS, Ex-next generation, Dac-easy sage, Peachtree

### Trainings:

* + Maritime industrialprogram
	+ DSAAtraining

**References:** on request

