Sujayalal ****   
  
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**~ SENIOR FINANCE PROFESSIONAL ~**

**Objective**

To find a fulfilling position where I can apply my skills and knowledge.

**Personal statement**

A highly motivated and driven **finance manager** with ten years' experience in top level business environments. A broad knowledge of a wide range of financial practices, including credit control, budget handling and forecasting. An excellent communicator with a can-do approach to problem solving and resolution. Extremely meticulous with an eye for detail and positive outlook in often complex financial landscapes.

**Core skills**

* Strong financial and management skills
* Excellent communication and presentation skills
* Proven financial planner
* Problem-solving skills and initiative
* Negotiation skills and the ability to influence others.
* Strong attention to details and an investigative nature
* Good time management skills and the ability to prioritise
* Well versed with Windows Office Tools, Tally 9 ERP, Quick book etc.
* Good IT skills.

**Employment History**

**1. Finance Manager**   
***(February 2015 – Present)***.

**Duties**

* Monitor the day-to-day financial operations within the company, such as payroll, invoicing and other transactions.
* Oversee financial department employees, including financial assistants and accountants.
* Track the company’s financial status and performance to identify areas for potential improvement.
* Seek Out methods for minimising financial risk to the company
* Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making
* Review financial data and prepare monthly and annual reports
* Present financial reports to board members, stakeholders, executives and clients in formal meetings.
* Creating and working to financial growth plans
* Maximising performance of financial team

**2. Senior Accountant –Al Khalijia Travel & Tourism Agency LLC, Dubai, UAE**   
***(June 2012 – August 2014)***

***3. Senior Accountant-Al Noor Optical W.L.L, Manama, Kingdom of Bahrain***

***(August 2006 – September 2010)***

**Duties**

* Prepare and records asset, liability, revenue and expenses entries by compiling and analysing account information
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions, resolving discrepancies.
* Maintain general ledger by transferring subsidiary accounts, preparing a trial balance, reconciling entries.
* Summarizes financial status by collecting information, preparing balance sheet, profit and loss, and other statements.
* Produces payroll by initiating computer processing, printing checks. Completes external audit by analysing and scheduling general ledger accounts, providing information for auditors

**Education**

**Kerala University, India**   
*(2000 - 2003)*  
B com in Accounting and Finance

Including the following modules:

* Business management
* Advanced accounting
* Auditing
* Principles of Marketing

**Personal Dossier**

Date of Birth : 31.05.1983

Nationality : Indian

Marital Status : Married

Language Skills : English, Hindi & Malayalam

Driving License : UAE (Light vehicle-Manual License)