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| **JAYADEVAN****EMAIL :-** jayadevane\_386562@2freemail.com**HAVE VALID UAE LMV DRIVING LICENSE**  |
| **FINANCE MANAGEMENT PROFESSIONAL** |
| Jayadevan brings with him more than 5 years of experience in conceptualizing & implementing financial procedures including Working Capital Management, Internal Financial Controls, Auditing and Payroll in Middle east and in India. Proficient in handling all financial operations, payroll, tax functions and preparing reports there-on. Adroit in preparing and reviewing annual budgets, business plans and internal projections. Strong qualifications in general management, business planning, system implementation and staff development. |
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| **CAREER SUMMARY** | **KEY COMPETENCIES** |
| * Proven ability in improving operations impacting business growth & maximizing profits through cost reductions, internal control & productivity Improvements.
* Strong qualifications in developing and implementing financial controls and processes in addition to take steps on productivity improvements and change management.
* Enterprising leader with ability to deal with people across levels and from diverse backgrounds.
 | Accounts & Finance Management |
| Payroll –WPS & Administration |
| Budgeting & Cost Management |
| Financial Analysis & Reporting |
| Variance Analysis & Credit Control |
| Margin & P/L Enforcement |
| Growth Strategy Development |
| Forecasting & Due Diligence |
| **EMPLOYMENT CHRONICLE** |
| **03 MARCH 2018 – 30 SEPT 2018****ACCOUNTANT*** Spearhead complete finance & accounts functions to achieve organizational growth objectives; facilitating revenue growth & cost saving initiatives.
* Handled accounts receivables, payables & payroll.
* Prepared invoices, LPO , quotations & customer statement of account.
* Develop complex financial statements, forecast cash flow positions and prepare regulatory filings with government agencies.
* Check and finalize company’s annual management accounts and arrange for auditing.
* Prepare cash schedule for upcoming months, check and prepare cheque’s .
 | * Perform budget forecasting and working closely with operations and Sales teams in analysing margins, variances and cost analysis
* Keep detailed record of all the account details right from general ledger entries to maintaining balance sheet to ensure all financial reporting deadlines are met.
* Reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures.
* Handled petty cash for day-to-day transactions.
* Preparing payroll sheet including leave and final settlement for employees and fixed assets schedule.
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| **AARYA AUTO REPAIRS LLC** |
| **DUBAI, UAE** | **ACCOUNTANT** | **28 OCT 2014 – 28 JAN 2018** |
| **ACCOUNTABILITES*** + Responsible for maintaining day to day financial, accounting, administrative, operational, stores and procurement related services
	+ Maintaining all accounts works by scrutinizing entries, final scrutiny of ledger accounts, costing, passing closing entries and preparation of Accounts Statements.
	+ Prepared invoices,LPO & customer statement of account.
	+ Oversee monthly general ledger management, i.e reviewed bank reconciliation, sub ledger reconciliation and other monthly closing procedures including inter-company balance reconciliation and month end closing entries.
	+ Management of Accounts receivable, payable.
	+ Petty cash management.
	+ Coordinated with other staff with the preparation of monthly and yearly closings including annual reports.
	+ Preparing payroll sheet including leave and final settlement for employees and fixed assets schedule
	+ Prepared financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports.
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| **MANAPPURAM FINANCE LTD** |
| **INDIA** | **OFFICER** | **2012 - 2014** |
| **ACCOUNTABILITES*** + Responsible for maintaining day to day financial, accounting, administrative, operational and sales related services
	+ Taking care of the daily cash movements of the branch by verifying the branch accounts on daily basis.
	+ Oversee monthly general ledger management, i.e reviewed bank reconciliation, sub ledger reconciliation and other monthly closing procedures including inter-company balance reconciliation and month end closing entries.
	+ Assisted in development and implementation of new procedures and features to enhance the workflow of the branch.
	+ Prepared financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports.
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| **SCHOLASTIC** |
| * Bachelor of Commerce from Mahatma Gandhi University in the year 2009
* Tally ERP 9 | MS OFFICE
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| **PERSONAL PROFILE** |
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| **Nationality** | Indian | **Marital Status**  | Single |
| **Date of Birth** | 17 Sept 1988 |  |
| **Languages Known** | English, Hindi , & Malayalam  |
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