***SHAJI***

***Email****:*

***Shaji-393227@2freemail.com***

***Personal Data***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Sex*** |  |  | ***:*** |  | ***Male*** |  |  |
|  |  |  |  |  |  |
|  | ***Nationality*** |  |  | ***:*** |  | ***Indian*** |  |  |
|  | ***Status*** |  |  | ***:*** |  | ***Married*** |  |  |
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|  |  |  |  |  |
| ***Languages Known******English, Arabic, Hindi, Malayalam****.****Computer Knowledge Having good knowledge of computerized Accounting******Soft Ware - Tally ERP , Quick book, Point of Sale etc*** |  |  |
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***OBJECTIVE***



***Seeking a suitable and challenging position in a dynamic organization which will utilize my abilities and work experience and to prove my abilities and hard work****.*

***EDUCATIONAL QUALIFICATION***

* ***M.Com course completed from Kerala University***

***Advanced Financial and Cost Accounting are major subjects***

* ***B.Com from Kerala University***

***Advanced Accountancy and cost Accountancy are main subjects***

* ***Pre-Degree course from Kerala University Accountancy and commerce were major subjects***
* ***S.S.L.C. from Board of Technical Examinations***

***ASSETS***

* ***Ability to handle all accounts works independently.***
* ***Punctual and hardworking.***
* ***Ability to work under pressures of deadlines.***
* ***Team player***
* ***Possesses strong analytical and problem solving skills***
* ***Goal oriented and self motivated proactive individual***
* ***Ability to make well thought and timely decisions***
* ***Holding valid UAE Driving License.***
* ***Detail –oriented, efficient and organized professional with extensive experience in accounting systems***
* ***Knowledge of speaking Arabic.***

***PROFESSIONAL EXPERIENCE***

***UAE***

***Finance Manager***

***From June 2017 to June 2018***

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***Senior Accountant*** ***March 2010 onwards***

* ***MIS Report to the management on weekly basis.***
* ***Follow up with the bank for the day to day smooth running of financial activities***
* ***Prepared annual sales reports and commission for sales staff.***
* ***Internal auditing and verification of accounts.***
* ***Management of accounts receivables and accounts payables.***
* ***Monthly salary payment through WPS system to employees.***
* ***Meeting cash flow requirements with the regular chasing of clients with the help of the concerned staffs.***
* ***Preparation of bank reconciliation, agents reconciliation and inter branch reconciliation statements.***
* ***Preparation of Trial Balance, P&L ,Balance Sheet & Final***



***Reports for Auditing Purpose.***

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***Sharjah.***

***Senior Accountant***

***Dec 2007 to January 2010***

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* ***MIS Report to the management on monthly basis.***
* ***Follow up with the bank for the day to day smooth running of financial activities.***
* ***Prepared annual company accounts and reports.***
* ***Internal auditing and verification of accounts.***
* ***Management of accounts receivables and accounts payables.***
* ***Monthly payroll applications verifying.***
* ***Meeting cash flow requirements with the regular chasing of clients with the help of the concerned staffs.***
* ***Preparation of bank reconciliation, agents reconciliation and inter branch reconciliation statements.***
* ***Preparation of Trial Balance, P&L ,Balance Sheet & Final Reports.***

***Sharjah***

***Branch Senior Accountant 1999 - 2007***

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* ***Keeping day to day record of all the financial transactions.***
* ***Follow up with the bank for the day to day smooth running of financial activities.***
* ***Prepared annual company accounts and reports.***
* ***Authorized signatory for all the financial transactions.***
* ***Management of accounts receivable and accounts payable.***
* ***Computation of sales commission for sales Team and payment on time.***
* ***Meeting cash flow requirements with the regular chasing of clients with the help of the concerned staffs.***
* ***Meeting cash flow requirements with the regular chasing of clients with the help of the concerned staffs.***
* ***Preparation of bank reconciliation, agents reconciliation and inter branch reconciliation statements.***
* ***Monitor company expenses and approval of payments****.*

***Sultanate of Oman***

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| --- | --- |
| ***Office Manager cum Accountant*** | ***1990-1998*** |
|  |  |

* ***Office administration and management***
* ***Looking after Sales of Building Materials, Electrical, Electronics &Hard wares.***
* ***Keeping record of the day to day business activities.***
* ***Follow up of receivable and payables.***
* ***Preparing bank reconciliation statement.***
* ***Reconciliation of receivables and payables and follow up of payments.***
* ***Preparing annual accounts for audit purpose.***
* ***Follow up with the Banks for the day to day smooth running of the financial transactions.***

***S.V. Surana & Co, Chartered Accountants, Highpoint 4, Bangalore, Karnataka.***



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| --- | --- |
| ***Accountant cum Audit Assistant*** | ***1989-1990*** |

* ***Supporting companies for maintaining of books of accounts for audit purpose***
* ***Assisting the auditing work of the clients.***
* ***Visiting clients for the proper maintaining of books of Accounts.***