**CURRICULUM VITAE**

**BIJO**

: **bijo-396750@gulfjobseeker.com**

**SHARJAH, UAE**

**EXPERIENCED FINANCE & ACCOUNTING PROFESSIONAL**

***Financial Analyst Expert***  ***Financial Planner*** ***Accounts Management***

Efficient **Accounts and finance professional** with proven ability to manage all aspects of finance management. Strategic thinker who can plan and forecast revenue, cash flows and financial stability to support corporate objectives. Particularly strong in analytical and logical approach to problem solving.



**Areas of Expertise**

Internal Auditing | Sales Accounting | Sales Reconciliation | Debtors Reconciliation | Cash Handling & Accounting | Bank Reconciliation | Statutory Payments | Employee Accounts | Maintain Of General Ledger | P&L management | Auditing and compliance | Cash-flow management

* Commerce Graduate with **10 years of professional experience.**

**EXPERIENCE & ACCOMPLISHMENTS**

**► THE PROFESSIONAL COURIERS PVT. LTD - Mumbai, India** **Aug 2007 – Mar 2017**

*The Professional Couriers has grown and placed itself as an ultimate service provider in the Courier Industry in India with its assurance of 30 years expertise. Its infrastructure for bulk cargo both nationally and internationally with a strong work force and a network of offices have given it a great global presence.*

**Manager-Finance and Administration**

Leveraged sophisticated accounting skills and result oriented tasks to ensure the financial stability of the company in all aspects of the business. Provided financial information to management by researching and analyzing accounting data, preparing reports and managing the cash flow. Other major job included but not limited to the following;

* Documentation of financial transactions by entering account information
* Responsible for all purchase and sales entries in Tally & ERP
* Journal Entries and up to date finalization of accounts
* Bank Reconciliation
* Debtors/Creditors Account Reconciliation
* Payment to Vendor, Bank Entries
* COD reconciliation, Following up outstanding
* Responsible for Handling Service tax and TDS management
* Preparation of monthly financial report
* Handling office petty cash for daily transaction
* Summarizing current financial status by collecting information and preparing balance sheet, profit and loss statement, and other reports.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Reconciles financial discrepancies by collecting and analysing account information.

Page2

**Sharjah, UAE** **JULY 2017-JULY 2019**

W.J Towell & Co’s one of the top FMCG Distribution companies in the United Arab Emirates with many leading international Brands and Trade marks.

**Sales & Credit Control Executive**

* Timely and effective collection of all debts and customer payments.
* Maintaining Contact with clients to ensure invoices and clear for payment.
* Resolving queries both internally and externally around outstanding invoices.
* Posting and allocating daily receipts to accounting systems.
* Strategical planned and implemented business develomnet Activities in Sharjah.

**COMPUTER SKILLS**

Expert in most Computer applications, MS Office and Tally (ERP.9).



**ACADEMIC QUALIFICATION**

|  |  |
| --- | --- |
| **Bachelor of Commerce** |  |
| Mahatma Gandhi University, Kerala - India, | 2003 - 2005 |
| **Under Graduation - Commerce** |  |
| Government Higher Secondary Syllabus, Kerala - India, | 2000 - 2002 |



**PERSONAL PROFILE**

|  |  |  |
| --- | --- | --- |
| Date of birth | : | 23-02-1985 |
| Marital status | : | Married |
| Languages | : | English, Hindi, Malayalam & Tamil |
| Personal Interests | : | Travel, Reading & History |
| Visa Status | : | Visit Visa |

***Bijo***