

**Shaji**

Dubai

**CAREER OBJECTIVE:**

**Excellent Accounting and Payroll skills, with experience in ORACLE and SAP, dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience**

**WORK EXPERIENCE:**

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| **NAME OF THE COMPANY** | **POSITION** |  | **DURATION** |  |
|  |  |  |  |  |
|  | **SENIOR** |  |  |  |
| **Jebel Ali, DUBAI** | **From 2012 To Feb. 2019** | |  |
|  | **ACCOUNTANT** |  |
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| **NAFFCO GROUP, JEBEL ALI,** | **HR** | **From 1998** | **to 2012** |  |
| **Dubai, UAE .** | **ADMINISTRATOR** |  |
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| **K.R. ENTERPRISES, KERALA, INDIAi** | **ACCOUNTANT** | **From 1996** | **to 1998** |  |
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**PROFESSIONAL SUMMARY:**

* Having over **15+ years of UAE Experience** in the field of **Accounts, Finance, Auditing and** **HR**, more over knowledge of VAT return.
* Strong in ERP software **(Great Plain Dynamics, Oracle SAP, FOCUS and Peachtree )** and in **Accounting Packages**

**Accounts Experience:**

* Expertise in GPS for the all the modules such as **Accounts Payable, Accounts** Receivable, Cash Management, General Ledger and Inventory Modules
* Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
* Expertise in monthly job analysis

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* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
* Expertise in managing the Fund Management
* Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing
* Strong in interaction with Auditors for Finalization of Accounts
* Experienced in preparation of monthly Bank Reconciliation statement
* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
* Well versed in preparation of department wise Monthly Collection Report.
* Expertise in reconciliation of receivable & payables with their respective statements
* Expertise in dealing with banks for issue of Letters of Credit and Bank Guarantee and other various issues
* Expertise in Preparation of monthly schedules
* Supervising and Coordinating subordinates to ensure in smooth accounting.
* Knowledge of International Accounting Standards.
* Strong in adopt new analytical approaches, tools & environment.

**Payroll Experience:**

* Accurate and timely completion of monthly payroll.
* Review HRMS input accuracy and compliance.
* Prepare and review End of Service Settlements.
* Processing Annual Leave settlement whose are applying annul leave.
* Checking Time Sheet for all employees with branches at the time f payroll process.
* Monitoring & Maintains overtime hours on daily basis.
* Updating and monitoring duty timing and leave schedule in Bio Matric.
* Responsible for reconciling, reviewing and posting all payroll and benefits related accounts and cost allocations.
* Resolve any discrepancies.
* Prepare monthly accrual and Provisions reports.
* Maintain a variety of Payroll information, files and records for the purpose of providing an up to date reference and audit trail in compliance with company regulations.
* Generating pay slips.
* Preparing MIS Quarterly Report & Annual Report.
* Preparing Quarter wise KPI Report..
* Preparing Monthly Budget vs. Actual payroll cost report.
* Preparing monthly leave provision report.
* Updating bank details, visa details, Emirates ID, Labour card, Insurance and salary change etc.

**HR Experience:**

* Screening and Fixing Interview.
* Follow up the interview candidate up to the final stage of providing offer letter.
* Applying Employment Visa for the new employees.
* Preparing Employment Contract, Joining Report etc,for new employees
* Issuing Attendance Card or Punching card for new employees.
* Arranging Accommodation for new employees.
* Renewing employment visa at the time of expiry as per management approval.
* Arranging Medical Test for visa stamping.
* Applying Emirates ID, Health insurance, Labour card if any.
* Employee Job details and personal details updating in HRMS Oracle.
* Updating and Monitoring employee details like passport, labour card, visa, Contract, Insurance, laptop, mobile, petrol card etc..
* Arranging Air Ticket booking for employee for vacation.

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* Issuing Salary certificate, Consulate letters, Resignation Acceptance letter, Bank account opening & closing letters for all employees.
* Arranging Job Description for all department staff as per instruction from HOD.

**Audit Experience:**

* **Vouching** of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, CreditorsLedger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
* Verification of Banks Reconciliation Statements, Fixed Assets and Stock

**QUALIFICATIONS:**

* **Master of Commerce- University of Kerala, India in 1995**
* **B.Com from Kerala University India in 1993**
* **DIPLOMA in Computer Applications: Ms-Word, Excel**

**ERP PACKAGE: Microsoft -Great Plain Dynamics ,SAP,AND ORACLE**

**ORACLE- HRMS - it is the Human Resource Management System.**

**Expertise in use of Accounting Software- Peachtree Accounting 2012**

* + Accounts Receivables
  + Accounts Payables
  + General Ledger Accounting
  + Bank Accounting
  + Fixed Assets Accounting
* ACCOUNTING PAKAGES:

**Great Plain Dynamic, SAP, Oracle, Focus, Tally and Peachtree**

**Internal Auditor: Prasanakumar FCA - Auditing firm in Trivandrum, India** Worked as internal Auditor for two years -1995

**PERSONAL PROFILE:**

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| Date of birth | : | 04.05.1970 |
| Nationality | : | Indian |
| Sex | : | Male |
| Marital Status | : | Married |
| Languages Known | : | English, Malayalam, Tamil &,Hindi, |
| Visa status  Email : [shaji-396956@gulfjobseeker.com](mailto:shaji-396956@gulfjobseeker.com)  I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09> | : | Visit Visa |
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