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| **Siju**  ***Chief Accountant / Finance Management Professional***  **E-mail:** [siju.210566@2freemail.com](mailto:siju.210566@2freemail.com) |  |

**Profile Synopsis**



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Strategic, Result-driven, and Gulf experience professional equipped with 12+ year’s record of delivering key significant contributions towards companies’ continued business growth. Manifest broad experience and outstanding knowledge in all aspects of Accounts & Finance Management including but not limited to Planning & Analysis, Risk management, General Accounting, AR/AP, P&L statements, Cash Management, Maintenance of Book of Accounts, Balance Sheet, Reconciliation, Finalization, Budgeting, Forecasting, IFRS, Financial Audit, MIS Reporting, Cost Control, General Administration and Client Relations. Carried out reviews on payroll, income, expenditure, fixed assets and stocks complying with audit standards and GAAP; Strategic thinker with significant contributions in core business activities with excellent skills in analysis, reporting, and control of the financial flow of the company to drive efficiency and financial productivity improvements. Very well adept with legal and regulatory environment along with the trends in foreign exchange; Acquired excellent planning, analytical, problem-solving, decision-making, organization, coordination, monitoring, time management, communication & interpersonal skills; Aspiring to contribute and work actively to a reputed enterprise where gained experience, developed expertise and leadership skills will have a valuable impact.

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| **Strengths** | |
| * Gained 12+ years’ experience within a diversified industry * Astute in Reconciliation/Cash & Accounts Management * Capital Expenditure, Financial Statement & Cost Control * Reconciliation, AR/AP and Aging Analysis of Debtors * Client-vendor-supplier relationship management Skills | * Extensive Accounting, Finance and Audit experience * Financial Analysis/P&L Management/Risk Management * Cost Analysis/Fiscal Planning/Forecasting & Budgeting * Adhere to GAAP/IFRS accounting principles & practices * Confident - Divergent & Out of the Box Thinking |

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| **Educational Qualification** |

**Bachelor's Degree in Commerce – Mahatma Gandhi University 2005**

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| **Career Snapshot** |

**Finance & Administration Manager–***Commuprint L.L.C, Dubai* **Apr 2007 – Sep 2017**

**Assistant Accountant –***Amrita Institute of Medical Science, Kochi, India* **Jan 2006 – Mar 2007**

**Apprenticeship trainee/Asst. Office Secretary –***Kochi Refineries Ltd, Kochi, India* **Nov 2004 – Oct 2005**

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| **Key Achievements** |

* Gained 12+ years’ experience within a diversified industry in UAE and India in domains of Finance & Administration Manager, General Accounting, and Client Relations.
* Technically astute in Tally ERP accounting software and MS Office package ((Word, Excel, PowerPoint, Email application & Internet).
* Acquired expertise in Finalization of Accounts, Debt Collection, Strategic Financial Control, Cash flow management, MIS, General Administration and HR functions.
* Consistently demonstrated excellent performance and entrusted by the management for 10 years hence promoted from Finance Executive to Finance and Administration Manager from one of the reputed printing and publishing house in Dubai (Commuprint L.L.C).
* Demonstrated expertise in analyzing existing systems and procedures, designing internal control systems and facilitate effective decision-making.
* Proven ability in improving operations, enhancing business growth & maximizing profits through the achievements in finance management, internal controls & productivity improvements.
* Possess capabilities in providing solutions to complex natured operations issues plus a strong commitment to delivering excellent work performance even in the difficult and pressurized environment.
* Displayed solid team leadership with the capacity to train, mentor, guide and motivate the team to become a top-performing unit with a focus on achieving or even surpassing company goals. Always encouraged teammates to understand where they are now with an eye for the future.
* Personally committed to continued growth and excellence, has the energy, leadership & implementation skills.

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| **Areas of Expertise** |

**Chief Accounts Management**

* Perform accounting functions as assigned including, but not limited to book, reconcile and report in-force premium, direct written premium and loss fund balance, retro accrual, cash, cash applied to A/R, bad debt allowance and non-admitted A/R on a monthly basis as well as for any GAAP vs. STAT differences.
* Handle complete books of accounts independently up to finalization, cash, stock, Accounts Payables, Accounts Receivables, credit control, general ledger, accruals and other related jobs.
* Oversee all general ledgers accounts with costing efforts and supporting transaction documents.
* Maintain subsidiary accounts by verifying, allocating and posting, reconciling transactions & resolving discrepancies.
* Carried out journal entry preparation, various accounts posting to general ledger, reconciliation, AP/AR handling including other related duties therein. Administered monthly payroll and staffs’ benefits preparation.
* Employing financial policies and procedures while ensuring effective function of internal control system.
* Facilitate the preparation of income statement, trial balance and balance sheet including updating & reconciling of debtors/creditors and finalization of the book of accounts. Streamline process and procedures to attain greater efficiency in workflow and deliverables.
* Complete external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
* Close general ledger, prepare journal entries, balance inter-company accounts, and complete balance sheet reconciliations, review work performed by other employees.

***Reporting & Analysis***

* Facilitate in the preparation of monthly management report and accompanying schedules, worksheets, and narratives, including (Budget vs. Actual) variance reports. Assist in providing follow-up and documentation of significant variances.
* Monthly closing schedules, depreciation records & various financial reports like sub-ledgers & balance sheet accounts.

***Banking/Cash Functions***

* Accountable for the maintenance of cash/bank book, creditors’ ledger, general ledger, trial balance and balance sheet
* Conform with and abide by all regulatory guidance and internal policies & procedures.
* Document policies, procedures, and workflow for assigned areas of responsibility.

**Finance Management**

* Prepare, review and analyze monthly and annual financial statements audits.
* Manage the financial planning, budgeting and project cost analysis; carry out cost control measures and liaise with bankers and auditors. Accountable for developing and fulfilling finance, accounting, and auditing procedure.
* Supervised and participates in the preparation of various financial statements and reports.
* Assess business, trends, costs, revenues, financial commitments, and duties, to project future revenues and expenses or to provide advice.
* Develop and implement finance, accounting and auditing procedure and analyze financial results
* Meet accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures, analyzing variances, initiating corrective actions.
* Confirm financial status by monitoring revenue and expenses, coordinating the collection, consolidation, and evaluation of financial data, preparing special reports.
* Maintain accounting controls by establishing a chart of accounts; defining accounting policies and procedures.
* Guide other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues.
* Avoid legal challenges by understanding current and proposed legislation, enforcing accounting regulations, recommending new procedures.

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| **Proven Job Role** |

**Finance & Administration Manager –** *Commuprint L.L.C, Dubai* **April 2007 to Sept 2017**

**Reporting to the Director**

* Ensure the available fund in hand or bank is enough to meet commitments, operational expenses, and other expenses.
* Provide necessary repercussion if there is any shortage of funds, to arrange sufficient fund on-time.
* Responsible for on time collection of debts and make the legal action in consultation with the management to recover doubtful debts.
* Make payments to suppliers and issue PDC's if required according to the projected cash flow.
* Coordinate with subordinates and Marketing Executives for the on-time collection of debts.
* Dealing and correspondence with Banks and other financial institutions
* Supervise and control daily accounting entries and ensure proper bookkeeping.
* Prepare financial reports such as P&L accounts, balance sheet, etc. on a monthly and yearly basis.
* Conduct audit & prepare draft reports for audit purpose.
* Administer the whole gamut related to Finalization of Accounts yearly,
* Payroll and disbursement of salary with the bank through WPS,
* Computation and payment of leave salary, gratuity etc. to employees.
* Effectively resolve employee disputes regarding salaries & settlement.
* Responsible to calculate and issue a commission to sales team.
* Recommend financial advice to the management if required.
* Resolve the customer disputes regarding the price, payment and payments terms.
* Vigilant on employees records such as Passport expiry date, Visa expiry, Emirates ID expiry etc. Coordinate with the management and employees regarding the visa renewal and doing renewal or cancellation of the visa.
* Dealing and correspondence with various Government departments such as Dubai Municipality, Dubai Economic Development, Ministry of Finance, Dubai Media Council etc.
* Oversee and update records for vehicles and other valuable assets.
* Purchase office stationeries and other office equipment.
* Assist the Management in daily routine Admin functions as well as all accounting functions.

**Key Significant Contributions:**

* Spearheaded and control accounts department & coordinate with all the units regarding maintenance of accounts.
* Managed and maintain statutory books of accounts, fixed asset register, reconciliation statements and consolidated reports in compliance with time and accuracy norms.
* Coordinated in preparation of Financial Statements including trial balance, Profit & Loss A/c, Balance Sheet and involved with statutory Audit work. Oversee all Administrative tasks.
* Effectively handle the purchase of stationery, office equipment and looking after their maintenance.
* In-charged for Receivable Management including Accounting of bills, debtors ageing, interacting with the customers for collection and sending the reminders for collections.
* Governed accounts payable management on the basis of projected cash flow and issue and control on PDC.
* Responsible for daily operations including managing reports, discussing current work issues & devising solutions for enhanced operations.

**Assistant Accountant –** *Amrita Institute of Medical Science, Kochi, India* **Jan 2006 to Mar 2007**

* Efficiently prepare daily sales report and forward to the Finance Manager. Assisted Store Manager and manage control of inventory. Responsible for Bank reconciliation, debt collection and coordinate with Internal Auditors.
* Provided support in the booking of all sales transactions, deposits all cash and cheque receipts, record all cash disbursements and cash receipts, etc.
* Support in processing invoices for payment, reconcile supplier’s statement, and liaise with suppliers. Prepared regular reports regarding supplier account settlements and accounts aging.
* Provided assistance to the Finance Manager in drafting financial reports for Audit purpose.

**Apprenticeship trainee/Asst. Office Secretary –** *Kochi Refineries Ltd, Kochi, India* ***Nov 2004 to Oct 2005***

* Efficiently handle business correspondence and preparing various registers for accounts department
* Assisted in coordinating and follow-ups related to Materials & Purchases Department.
* Provided support to the accounts for the reconciliation of various statements including the bank.
* Worked as secretary to Deputy General Manager of Finance.

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| **I.T Proficiency** |

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* Well versed in Tally.ERP accounting software
* Proficient in MS Office application

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| **Personal Details** |

Nationality : Indian

Date of Birth : 10th May 1985

Marital Status : Single

Visa Status : Employment

Languages : English, Hindi, Malayalam & Tamil

Reference : Available upon request