**Shaji**

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**Objective & Summary:** *I’m having more than* ***18 years’*** *accounting& finance job experience with different companies in India and abroad. Well experienced to do books of accounts up tofinalisation; financial statements preparation; MIS; stock,cash and bank control & reconciliations; business communication; good telephone, computer & typewriting skills.*

**WORK EXPERIENCE**

**Gharbia Enterprises Est. Muscat/Salalah, Oman**

*Accountant – Senior Mar 2014 – Present*

This is a local company doing electrical, mechanical and building constructions in Oman. I’m handling Construction, Concrete Ready mix and concrete block production company accounts up to finalization and auditing.

* Prepare, examine or analyse accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting in procedural standards.
* Independently and full responsibly to do dailyaccounting & finance functions, Sales and administration activities for Concrete Ready Mix&block manufacturing business & accounts finalization.
* Report to Management regarding the finances of establishment, expert control and utilization of Bank and cash assets
* Establish tables of accounts and assign entries to proper accounts.
* Develop, implement, modify and document record keeping in **Tally ERP 9**accounting system, making use of current computer technology. Prepare Payroll accounting in Tally.
* Develop, maintain, and analyse budgets, preparing periodic reports that compare budgeted costs to actual costs. Pivot table in excel experience.
* Analyse business operations, trends, costs, revenues, financial commitments, and obligations, to protect future revenues and expenses or to provide advice.
* Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
* Appraise, evaluate, and inventory real property and equipment, recording information such as the description, value and location of property.

*Reason for looking new job:-Due to very poor salary and no benefits.*

**Contrack International Inc. Kabul, Afghanistan**

*Accountant Jul 2011 – Dec, 2013*

* This is construction, operation & maintenance of buildings MNC Company.
* Main duties are to work at their billing division to produce monthly invoices (Fixed and Cost-reimbursable invoices) and to submit main contractors (ITT).
* Work in Finance department to do accounting jobs, cash handling, and other related works.
* Responsible to supervise more than 11 Afghan National Staff to guide billing preparations and procedures.
* Financial reports generation on periodical basis.
* Communicate and report Upper Level Management Officials regarding jobs executions.

**SKA-Arabia Air & Logistics (Skylink) Baghdad, Iraq & Dubai, UAE**

*Accounts Executive Nov 2006 – Dec, 2010*

* Full responsibility to control financial & accounting works related to Air charter services provided to a huge US army contractor and other commercial flights.
* Air charter invoicing (*with different air charter terms and invoicing calculations)*, accounting, necessary reports and statements preparation, air craft “Lesser” (vendors) payment follow-ups, collection follow-ups, continuous relationship with Air Operation department and officers, support and help in their day to day activities;
* Verification and usage of air operation documents such as “*Daily Flight Log sheets* (Captains Flight Report)”, Fuel uplifts, Passenger Manifests, etc.
* Sales invoice entries to record in “Deltek-Cost Point” accounting package. Communication to execute weekly sales invoices with US army contractor point of contacts and pass invoices through “Finance & Accounting Division”, clear their queries and follow-up the instructions.
* Air charter Landing, Handling, Navigation& parking receipts to verify, control and invoicing to clients.
* Other than the above, did accounting functions related to jet fuel sales, warehousing and cargo movements, petty cash handling, camp and D’Fac (Dining Facility) accounts, commercial air charter billings, other air charter ground supporting billings, etc.
* Financial statements and reports send to “Financial Controller” and head office at Dubai & Kuwait.

**AGS –AECOM (GSS) Bagram Air Base, Afghanistan**

*Budget Analyst Jun 2005 –Oct, 2006*

* This is a contracting company directly under US army and doing the business of building, maintenance and repairs of army vehicles and weapons.
* Cash Disbursements & documentation, purchase related follow-ups (Requisition, order and execution), and wire transfer requests for vendor payments, employee banking jobs, other bank transactions, payroll execution for LN, US, TCN employees, material tracking, etc.
* Financial records keeping, employee payroll arrangements, expenses tracking, etc.
* Used Microsoft Excel worksheets, Word, PowerPoint and other related programmes for office work requirements.
* Good communication with US head offices, Operation Managers (Afghanistan) and other senior level officers.

**Hafez elSayedelBarbary Co. Ltd. Khartoum, Sudan**

*Accountant Jun 2004 – Apr, 2005*

* Company was authorised dealers of automobiles (Hyundai), electronics, building materials, oil & related products, paper & stationery in Sudan.
* As this is an Arab oriented country all the company documents and communications were in Arabic. At the initiative stage, due to lack of Arabic language knowledge, start to do stock control between Port Sudan and Khartoum, mostly related with numerical exercise.
* Stock control of Electronics items, building materials and paper materials which were in Arabic language to convert in English. Later did accounting jobs related with the same trading business. Did stock verification in every 3 months and yearly.
* Used “AccPac” accounting package in accounts department and had a little knowledge of this. Also prepared some financial statements and reports related with the business.

**AalJaafar Trading Company LLC Dubai, UAE**

*Assistant Accountant Jan1997 – Mar, 1998*

* Trading Company of Electronics and Photographic materials to do the accounting jobs.
* Daily accounting of sales and purchases, issue sales invoices, petty cash transactions, bank transactions and stock controls.
* Accounting package used “DacEasy” and generates monthly financial statements and reports. Did all accounting and administration works here.

**REGIONAL JOBS– IN INDIA**

**Bombay Pesticides Corporation Mumbai, India**

*Accountant 2000 – 2003*

* Job responsibilities were to do all accounting and administration jobs.
* Tally accounting package and MS Office packages used.
* A full-fledged accountant to control the housekeeping and pesticides control business.

**Real Value Marketing Services Ltd. (*Ceasefire*) Mumbai, India**

*Branch Accountant /Commercial Officer 1998 – 2000*

* A well-known fire extinguisher company having various branches in Mumbai.
* Responsibility to look after the branch as Branch Accountant and to control entire accounting functions & administration works.
* Monthly reports, statements and MIS reports should have to submit head office weekly and monthly.
* All financial statements preparation as and when required and yearly.

**Vadilal Milk Products Pvt. Ltd. (RSD) Mumbai, India**

*Accounts Assistant 1996 – 1997*

* Worked to do daily accounting jobs for a refrigeration service division of Milk Products’ company.
* Independently handled all accounting jobs and bank & cash transactions for the service mechanics and materials in this department.
* Also prepared monthly closing of accounts, financial statements and reports to department heads.

**EDUCATION**

**B.E.M.P HIGH SCHOOL Tellicherry, Kerala**

*High School, March 1987*

* Matriculation (S.S.C) passed with 1st Class (65% marks)

**UNIVERSITY OF CALICUT Calicut, Kerala**

*Pre-Degree, March 1989*

* Intermediate passed with IIIrdclass (48% marks), subjects Economics & History.

**UNIVERSITY OF CALICUT Calicut, Kerala**

*B. Com Degree, Sep 1992*

* Degree qualified with IIIrd class (49% Marks), subjects Financial & Cost Accounting.

**ADDITIONAL SKILLS**

**Board of Technical Examinations Tellicherry, Kerala**

*TypewritingEnglishLower (30 wpm), 1992*

* Passed with Second Class

**Chips & Bits Computer Institute Calicut, Kerala**

* Completed the Diploma course in the year 1992 with ‘A’ grade.

**COMPUTER & OTHER SKILLS**

* Well knowledge to operate all computer operating systems such as **Windows, MS Dos**, or **UNIX**.
* Good experiences in MS Office packages like **Word, Excel, PowerPoint, Outlook**, etc.
* Had experience with accounting packages such as “**DacEasy**”, “FA”, “**Tally ERP 9**”.
* Learned and did accounting computer package (ERP) “**Deltek – Cost Point**” with limited modules.
* Well knowledge in **internet** usage, communication, browsing and to use depends on requirements.
* Hobbies:- Pursuing & completed- “***Diploma in Business Mgmt&Entrepreneurship***” (pursuing); ***Dip in Accounting –Core Practices & theory*** *(comp);* ***Dip in Psychology****,* ***Dip in Web Design*** *(pursuing); other Finance related subjects (completed) through* ***ALISON*** *online courses.*

**PERSONAL INFO**



**DATE OF BIRTH** : 12thDecember, 1971

**GENDER :** Male

**MARITAL STATUS** : Married&2 children

**LANGUAGES KNOWN** : English - Proficient

Hindi - Proficient

Malayalam- Mother Tongue

Tamil - Good to speak

Arabic - Basic communication

**SALARY DRAWN :** US$2200/- + Other Benefits (In Contrack Int’l Inc., Afghanistan)

OMR 350/- + accommodation (Present company) (no leave salary, etc.)

**SALARY EXPECTATION :** Negotiable.

**OTHERS** : In the year 2010, I did personal share trading (equities, futures trading), through India Infoline, Tellicherry for a temporary period.

Expert to do accounting works up to finalization, business oriented reports, and all financial statementspreparation.