**SHINOY**

**Email :** [**shinoy-394715@2freemail.com**](mailto:shinoy-394715@2freemail.com)

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**OBJECTIVE:**

* **To pursue a career in a high profile company that will provide me the skills and expertise where I can attain a high level of performance by using my knowledge and capabilities that would also nurture my personal and professional goals and in return for continuing progress and excellence of the company that I will be working for.**

**PERSONAL PROFILE:**

* Excellent in accounting cum administration related works.
* Excellent decision-making and managing power.
* Excellent Interested to contribute in achieving organizational goals.
* Enthusiastic and hardworking.
* Capable of handling any situations.
* A good team player who could motivate others in the team.
* Grasping power & communication skills.

**SKILLS :**

* **Accounting**
* **Administration**

**ACADEMIC QUALIFICATION:**

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| *Course* | *Year of Study* | *Board/University* |
| DCFA | 2007-2008 | Accounting Professionals Society |
| Master of Commerce | 2003-2005 | MG University |
| Bachelor of Commerce | 1999-2002 | MG University |
| Pre-Degree | 1997-1999 | MG University |
| SSLC (STD X), | 1996-1997 | Board of Public Education, Kerala State |

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**WORK EXPERIENCE:**

1. In AL AIN (U.A.E)

Position: Chief Accountant (From June 2012).

Job Profile:-

* Prepare profit & loss account & balance sheet, payroll, Tax etc.
* Maintains accounting controls by establishing a chart of accounts; defining accounting policies and procedures.
* Interface with auditors banks and IT consultants government agencies and vendors for computer software telephone and internet services.
* Prepares asset, liability, and capital account entries.
* Documents financial transactions by entering account information.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues.
* Prepares work to be processed by gathering, sorting, organizing, and recording data, information, and documents.
* Completes enrollments by analyzing and auditing documents, tapes, and transmissions; researching and resolving processing problems.
* Handle full spectrum of financial and cost accounting role.

2. in ERNAKULAM (ISO 22000-2005).

Position: Senior Accountant (May 2007 to June 2012).

Job Profile:-

* Calculation and filing of VAT, sales tax, luxury tax, service tax Etc.
* Manage General Ledger. Petty cash, accounts payable, accounts receivable, sales, billing, collections, cash management, fixed asset activities.
* Preparation of bank reconciliation statement and maintaining banking transactions.

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* Preparation of royalty, G/P, stock report.
* Prepare monthly statement of outlets
* Support in preparing and maintaining budgets using Excel and Word for windows.
* Helped manager in preparing financial statements and reports. Examine job of junior accountant and approve journal ledger for data entry
* Coordinated in all aspects of monthly closings and financial reporting.
* Maintain Cashbook.
* Preparation of sales tax, luxury tax, service tax Etc.

3. in COCHIN, ERNAKULAM (MNC)

Position: OFFICE ASSISTANT (MAY 2006 to MAY 2007).

Job Profile:-

* Preparing Accounts and day-to-day affairs.
* Bookkeeping, File management, floor management
* Preparing daily and monthly sales report.
* Provide supervision of staffs.
* Coordinate all phases of shipping/receiving, purchasing, storage, maintenance inventory control and Tradeshow management.

4. in COCHIN, ERNAKULAM.

Position: ACCOUNT ASSISTANT (May 2005 to Apr 2007).

Job Profile:-

* Bookkeeping, File management, floor management
* Preparing daily and monthly sales reports.
* Preparing Accounts and day to day affairs.
* Daily stock audit. Assisted management in all their computer related and data entry works.

5. in COCHIN, ERNAKULAM (3 STAR).

Position: Accountant (Apr 2002 to Apr 2005).

Job Profile:-

* Responsible in the preparation of official receipts, bank deposits and withdrawal transactions etc.
* Preparing daily and monthly sales report.
* Preparing daily statement of stock
* Daily auditing of stock

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PERSONAL DETAILS:

Name : Shinoy

Date of Birth : 08-Dec-1981

Gender : Male

Marital Status : Single

Nationality : Indian

Languages Known : English, Malayalam, Hindi and Tamil

**PASSPORT DETAILS:**

Passport : Indian Passport

Date of Issue : 17-Jun-2015

Date of Expire : 16-Jun-2025

Place of Issue : Cochin

**LICENSE DETAILS:**

Driving License : Light Vehicle (Gear)

Country : U A E

Issue Date : 06-Oct-2016

Expiry Date : 05-Oct-2026

Place of Issue : Abudhabi

**I hereby declare that the information as provided by me in this document is true and accurate.**

**Shinoy**