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Core competencies

Accounts up to finalization, Working knowledge in Accounting Packages-Tally, Peachtree and Indus Excel, Payroll, office administration, event co-ordination, scheduling and travel arrangements and Good communication skill.

Professional Experience of 24 years Including 2 years with LANDMARK GULF GROUP, UAE.

Professional Experience – INDIA

1.Sieben Exim Pvt Ltd, Trivandrum

2016 Nov to till date

(Exporting company – mainly concentrating its business in Republic of Maldives, has a sister concern dealing in software)

Role- Senior Accountant

Responsibilities:

- Accounts up to finalization using Tally ERP 9
- Preparation and submission of export related documents to customers and bank.
- Export promotion calls to abroad.

2.Cool Divers Private Ltd., Kovalam,(MNC)

2014 June to 2016 Oct

(Cool Divers is an MNC having branches in Spain, Greece, Switzerland and India. Its main activity is adventure waters sport like bond safari, scuba diving and pool diving.)

Role-Senior Accountant.

Responsibilities:

- Accounts up to finalization using Tally.ERP 9
- Created financial reports and supported all areas of responsibility within a 3 member of finance team
- Forecasted losses and earning using quantitative/qualitative analysis to a high degree of accuracy, allowing the company to intelligently manage and invest resources.
- Managed import of equipments from abroad.

3. Costford
(Centre of Science and Technology for Rural Development)

2011 June to 2014 May

(**Costford** is a firm mainly concentrating in construction, having offices in different districts in Kerala. Head office is situated in Thrissur. It's founders are C. Achuthamenon (former chief minister of Kerala), Laurie Baker and other prominent personalities.)

Role-Accountant cum Management Assistant

Responsibilities:

- Handling accounts up to finalization using Tally.
- Administration assistance at project site.
- Interacting with Vendors.
- Management of accounts receivables and payables.
- Payment to contractors and sub-contractors.
- Served as liaison between senior management, customers, colleagues and vendors to streamline flow of information.

4. FI-ES SYSTEMS (P) Ltd.

2006 June to May 2011

(Registered under Software Technology parks of India, (STPI - T)

(**Fi-es systems** is a Maldivian based software development and exporting company, having branches in India, Republic of Maldives and in Singapore)

Role-Accountant cum Management Assistant

Responsibilities:

- Updating daily accounts/transactions/subsidiary registers and ledgers using Tally.
- Preparation of monthly expenses and outstanding statement for every month.
- Submitting the account details monthly to the company auditors.
- Liaison with customers across various countries and follow up of receivables
- Training to new employees in policies and procedures. Assisted staff as needed.

Professional Experience - UAE

1.Land Mark Group - UAE

2005 April to May 2006

(Land Mark Group is one of the largest companies in G.C.C dealing in fashion and home décor, international brand franchises, value retailing, hospitality, food, health & beauty, leisures and electronics. Company is having more than 50,000 employees in its credit. Company's main concepts are: Baby Shop, Shoe Mart, Home Centre, Splash, Max Life Style, E-Max Electronics, Tranquility Spa, E-max Hotels etc.)

Role-Accounts Executive

Responsibilities:

- Handling accounts up to finalization.
- Handling receivable and payables
- Managed all banking transactions.
- Formulated and implemented office policies and procedures.
- Managed all accounts receivable functions.
- Handled multi-million dollar materials and equipment purchases.

2.M/s. Capital Auto Repairing, UAE.

2003 Oct to March 2005

(M/s. Capital Auto Repairing is a vehicle repair and service centre having more than 150 companies, as customers)

Role-Accountant cum Management Assistant

Responsibilities:

- Overall supervision of company accounts (Tally 6.3)
- Liaison with customers and follow up of receivables.
- General administration of the office.
- Completed a number of clerical tasks including typing, filing, billing, travel arrangements and calendar management.

Professional Experience - INDIA

1. FI-ES SYSTEMS (P) Ltd.

2000 April to Sept 2003

(Registered under Software Technology parks of India, (STPI - T).

Fi-es systems is a Maldivian based software development and exporting company, having branches in India, Republic of Maldives and in Singapore.

Role-Accountant & HR Assistant

Responsibilities:

- Updating daily accounts/transactions/subsidiary registers and ledgers using Tally.
- Preparation of monthly expenses and outstanding statement for every month.
- Submitting the account details monthly to the company auditors.
- Liaison with customers across various countries and follow up of receivables.
- Training to new employees in policies and procedures. Assisted staff as needed.

2. M/s K S Madhu & Company
(Chartered Accountants)

1998 March to 2000 April

Role-Accounts Trainee

Responsibilities:

- Preparation of books of accounts of various clients manually and using accounting packages like Indus Excel and Tally.

3. KTDC Employees Co-operative Society.

1996 April to 1998 Feb

(This society is formed by the employees of the KTDC (Kerala Tourism Development Corporation) for the welfare of its members. Office situated in Mascot Hotel, Trivandrum.

Role-Accounts Trainee

EDUCATION

- Bachelor of Commerce, University of Kerala.
- DCO (Diploma in Computers in Office Management) – Indira Gandhi National Open University.

COMPUTER SKILLS

- Working knowledge in Accounting Packages-Tally, Peachtree and Indus Excel.
- Working knowledge in Win 10, Microsoft Word, Excel and familiar with Internet and e-mail operations.

PERSONAL DETAILS

Nationality	: Indian
Date of birth	: 8 March 1975
Marital Status	: Single
Languages known	: English, Hindi & Malayalam
Passport No	: A 6773024
