



## Sayooj Babu

SENIOR ACCOUNTANT

### Details

House no 50, Seventh Avenue,  
Manor park, E125JQ, United  
Kingdom  
07940298090  
[sayoojbabu123@gmail.com](mailto:sayoojbabu123@gmail.com)

DATE / PLACE OF BIRTH

16/02/1991

Kerala

NATIONALITY

Indian

DRIVING LICENCE

UK Driving Licence

### Skills

Critical Thinking

Organisational Skill

Attention to Detail

Accounting Software

Microsoft Excel

Xero

Quickbooks

Strong written and oral  
communication

Work Ethic

Accountancy Standards

Business Knowledge

Time management

Analytical and problem solving  
skills

Financial reporting

Accounts payable and

### Profile

Senior Accountant with nine years of experience in account reconciliations, streamlining accounts, and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning.

### Employment History

#### Senior Finance Executive at Ellington Properties Development LLC, Dubai

NOVEMBER 2017 — DECEMBER 2022

- Constantly review **ledgers** and trial balances to ensure accurate postings and dimensions into the **GL accounts** and transactions are properly booked in the system.
- Analysing financial information and summarising **financial status**
- Develop and maintain **cost finding, reporting and internal control** procedures
- Generating & maintaining day to day **MIS data** and updating the management
- Preparing **balance sheet, profit and loss statement**, and other reports of inter company
- Reviewing journal entries of **junior accountants** to ensure accuracy
- Managing tax compliance, including the liaising with the finance function to follow a process of preparing, reviewing, filing and payment of Tax returns, ensuring timely and accurate compliance is achieved.
- Coordinate with all other departments, business units and other entities within the group to ensure Tax compliance.
- Establish work schedules and procedures and co-ordinate activities with other work units or departments
- Administering accounts payable and receivable; processing, verifying, and recording financial documents and forms
- Examine and verify accuracy of work and authorise routine payments, credits, and other transactions
- Administration of all financial documentation relating to projects such as signed contracts, original bid data, bonds, payment milestones, and other documents required for audit

#### Accountant at Modern Freight Company LLC, Dubai

FEBRUARY 2014 — OCTOBER 2017

- Performed reconciliations between general ledger, bank accounts, and credit card accounts to ensure accuracy of financial information
- Provided guidance and training to staff on accounting procedures and best practices
- Developed and maintained an accurate and up-to-date accounting system that tracked expenses, revenues, and profits
- **Analysed** financial data to identify discrepancies and trends that could provide insight into operational performance
- Developed and implemented internal controls to streamline processes and improve accuracy of financial data
- Negotiated vendor contracts and ensured compliance with government regulations
- Evaluated and negotiated vendor contracts to reduce operational costs and improve customer service
- Assist in developing **forecasts and studying** variances between forecast and actual s

receivable

Budgeting

Tax forms

Billing

## Hobbies

Visiting places, Music, Driving,  
Swimming and Reading

## Languages

English

Malayalam

Hindi

Tamil

- Handling Bank Guarantees, Letter of credit & banking facilities
- Maintain pre-payments file and its entry and reconciliation
- Monitor accounts aging to ensure payments are up to date & Payment Follow up
- **Fixed Assets accounting** management and control

## Education

**Chartered Global Management Accountant-Management Level, CIMA, London**

JUNE 2023

Management Case Study and Strategic Level exams pending

**Msc International Accounting & Finance, London Metropolitan University, London**

JANUARY 2023 — JUNE 2024

**Master of Business Administration-Finance, SRM University, Chennai**

JULY 2011 — MAY 2013

**Bachelor of Commerce, Calicut University, Kozhikode**

JULY 2008 — MAY 2011

## References

**Shanty Kurian** from **Ellington Properties Development LLC**

shanty.kurian@ellingtongroup.com

**Suresh Kumar** from **Ellington Properties Development LLC**

suresh@ellingtongroup.com

**Sindu Krishna** from **Modern Freight Company LLC**

sindhu@mfc.ae