



SHIJI SHYNU

ACCOUNTANT

PROFESSIONAL EXPERIENCE

PORR QATAR CONSTRUCTION

JUN-2014 – APR-2025

ACCOUNTANT • FINANCE/PAYABLES

Accountant at PORR Qatar, a leading Construction, delivering the most important infrastructure projects in the country. Proficient in Dhareeba Tax Portal registration and In-Country Valuation Certification (ICV) procedures in Qatar.

Preparing Accounts Receivables and Payables reports, performing reconciliations with concerned parties. Preparing Monthly and weekly treasury report. Updating liability list, preparing and posting accruals.

Managing the entire payment process, including purchase orders, costing, invoice booking, and payment processing through various financial instruments such as LC, cheques, and bank transfers. Overseeing fixed asset procurement and depreciation. Assisting the Accounting Head with audit compliance, budgeting, and related activities.

Mercury MENA, DOHA-QATAR

OCT-2011- MAY-2014

Assistant Accountant • ACCOUNTS

Maintained accounting ledgers, handled monthly journal entries.

Streamlined import consignment payments via diverse financial instruments through LC, Cheque, TT payments Accounted for import consignments, processed vendor payments.

Generated Accounts Receivables/Payables reports; performed reconciliations. Optimized import-related payments, ensuring seamless clearing processes.

Deals with internal and external customers at all levels via telephone and email, to ensure successful communication. Ability to effectively communicate and work with colleagues at all levels across multiple locations.

Flat No.371, Bldg.5, Zone.27,
Street.990, Umm Ghuwailina,
Doha, Qatar

+974 33261836

Shiji_mannu@yahoo.co.in

LinkedIn:

linkedin.com/in/shynu-shiji-b0114b114

OBJECTIVE

15 years of experience in managing financial operations, handling Accounts Payables, Receivables, Banking, Handling entire process of Import & Export L/Cs & Guarantees. As a strong communicator armed with analytical and problem-solving skills, I am eager to join your team, contribute to the company's success, and advance my knowledge.

CARRIER SCAN: MAJOR PROJECTS

PORR QATAR CONSTRUCTION

Projects: Doha Metro Greenline Underground

(PORR/SBG/HBK JV are the main contractor for the Greenline Metro Rail project in Qatar with an estimated value of USD 2.4 billion, consist of 17KM of twin bored tunnels, six underground stations and Evacuation shafts, built at depth of 20 meters.

June 2014 to April 2025

ASHGHAL PROJECTS

Projects: Design and Construction of Three Pedestrian Bridges Phase-1& 2

April 2020 to April 2025

Design and Build of Auto Cluster Roads and Infrastructure (First Phase at Umm Al Houl Free Zone)

June 2021 to April 2025

Design and Build of MARSA Access Road & Marine Platform

June 2023 to April 2025

Design and Build of the Ras Bufontas Walkway

June 2023 to April 2025

Alar Hotel Development-N9 & N10-Phase-01-Boxpark and Ramp

June 2021 to Feb-2023

Design and Build of a Pedestrian Bridge Extension from the existing QR Bridge to QP District

June 2021 to October 2022

PROFESSIONAL EXPERIENCE

Qatar Design Consortium -Doha, Qatar

NOV-2008 – NOV 2009

ASSISTANT ACCOUNTANT • ACCOUNTS

Maintained accounting ledgers, processing accounts payable vouchers and batch vouchers Preparing Invoice to suppliers and clients.

Streamlined import consignment payments via diverse financial instruments through Cheque, TT payments. Optimized import-related payments, ensuring seamless clearing processes.

Maintain and administer effective & efficient system of internal controls using process and compliance.

Orion Travel (P) Ltd. - Kerala, India

Jan-2003 – Jan-2006

Senior Counter Staff/Assistant Accountant

Maintained accounting ledgers, processing accounts payable vouchers and batch vouchers Preparing Invoice to suppliers and clients.

Maintain and administer effective & efficient system of internal controls using process and compliance

Determining client's needs and suggesting suitable packages. Collect deposits and balance. Creating and updating electronic records of clients.

EDUCATION

MAHATHMA GHANDI UNIVERSITY- KERALA, INDIA

B.COM- Bachelor of Commerce, Specialized in Finance and Accounting.

COURSE

Certified Management Accountant (US CMA), pursuing

IATA- UFTAA Montreal (Course Completed)

MS-Office 2000 from APTECH Computer Education

CERTIFICATES OF ACHIEVEMENTS

Securing Information and Protecting Privacy (PORR)
Control of Documentation, Archive, Audit for Documentation (Mercury)

Environment Health & Safety Awareness (Mercury)

Quality and Environmental Management Systems (Qatar Design Consortium)

SKILLS

RECONCILIATION OF INDIVIDUAL ACCOUNT, GENERAL LEDGER (GL), ACCOUNTS PAYABLE (AP), ACCOUNTS RECEIVABLE (AR), CREATION OF ASSETS, PREPARATION OF INVOICE TO MAIN CLIENTS (Q-RAIL& ASHGAL), TEAM LEADERSHIP, HANDLING ENTIRE PROCESS OF IMPORT & EXPORT L/CS & GUARANTEES, UPDATING LIABILITY LIST AND ACCURALS, ASSISTING IN BUDGETING, FINANCIAL REPORT AND AUDIT COMPLIANCE.

SOFTWARE KNOWLEDGE

SAP, JD EDWARDS, AMEDIUS, GALILEO, MICROSOFT OFFICE

LANGUAGES

ENGLISH, MALAYALAM, HINDI &TAMIL

PERSONAL DETAILS

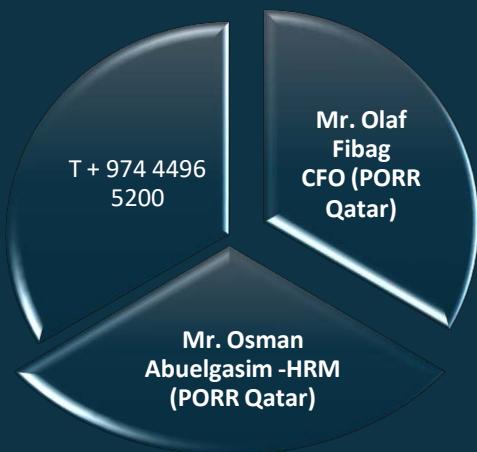
Date of Birth: 15.05.1982

Nationality: Indian

Visa status: Residence Visa (Husband Sponsor)

Marital Status-Married
Valid Qatar Driving License

REFERENCES



COMMUNICATION

As an Accountant, I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office.

LEADERSHIP

I have demonstrated strong leadership skills in accounting team and supervising daily operations. I have experience in providing guidance and support to my colleagues, setting performance expectations and providing feedback, and addressing issues as they arise.

REFERENCES

Available upon request.
