

**OBJECTIVE:**

Ability to compile, verifies, analyse and interpret the critical financial data. Experienced in acquisition accounting and mergers, competent in statutory reporting the related tasks. To aid in accomplishing the strategic goals of the organization by initiating and managing solutions to complex business problems within the scope, budget and tight schedules demanded. To seek a challenging position within the field of Accounts, Specialist, Manager and/or Generalist, in a successful organization where I can invest all of my professional expertise, qualification, and experience to ultimately provide a professional service and add value to the organization, and secure my career growth and development for the future.

**PROFESSIONAL EXPERIENCE SUMMARY**

***18+ years of versatile experience in Accounts & Admin, with expertise in various Programs in Accounts like TRUST, CODA, COGNOS etc.***

**18 year plus** (Apr 1997 – Mar2015) with United Arab Shipping (SAG), UAE, as Sen. Accountant

**3 year plus** (Mar 1993 – Dec 1996) with Opel Systems & Technologies, Kerala as Accountant.

**PROFESSIONAL EXPERIENCE**

**UNITED ARAB SHIPPING, UAE** (Apr 1997 – Mar 2015)

***Job Profile: Senior Accountant***

- Well versed with Accounting Packages – CODA, COGNOS, TRUST
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions, and resolving discrepancies.
- In charge of all financial reports which are deliverables to the client on a daily, weekly and monthly basis.
- Assist in preparation of monthly management report and accompanying schedules, worksheets and narratives, including “Budget vs. Actual” variance reports.
- Assist in providing follow-up and documentation of significant variances.
- Co-ordinate and resolve various issues with bank such as fund transfer clearance, bank fee anomalies, targeted balance calculations and enhancements to online services.
- Responsible for monthly, quarterly and year-end closings.
- Follow up and monthly report for Accounts receivables & payables
- Making daily collection statement and receipt voucher
- Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis.
- Analyze business operations, trends, costs, revenues, financial commitments and obligations to project future revenues and expenses or to provide advice.
- Coordination with local and overseas suppliers

- Petty cash handling, other duties related to accounts.
- Prepare, examine and analyzing accounting records, financial statements and other financial reports to assess accuracy, completeness and conformance.
- Resolving all queries related to process.
- Preparing and maintaining of Fixed Asset Register.
- Reviewing bank reconciliations
- Redesigning of Chart of Accounts
- Preparing and maintaining of Fixed Asset Register
- Monthly and yearly closings
- Resolving disputes with banks and vendors
- Preparing financial Statements
- Preparing CAPEX budget in line with the available resources

**OPEL SYSTEMS & TECHNOLOGIES, KERALA, INDIA (March 1993 - December 1996)**

***Job Profile: Accountant***

- Prepared monthly management accounts and performed general ledger reconciliations
- Prepared the weekly and monthly payroll and all related PAYG, superfund, payroll tax and annual returns, including group tax certificates
- Prepared reports summarizing the forecast company business activity and financial position.
- Determined depreciation rates to apply to capital assets
- Supervised employees in the Finance and Administration Department and was responsible for the overall direction, coordination and evaluation of this unit
- Coordinated the preparation of year-end statutory accounts.
- Established and maintained relations with banks and other financial institutions
- Prepared reports required by regulatory agencies and arranged for audits of company accounts

**EDUCATION:**

- **M. Com Banking**  
Madurai Kamaraj University, Chennai, India.
- **MBA Financial Management**  
National Institute of Business Management Chennai, India
- **B.A Economics**  
Mahatma Gandhi University, Kerala, India.
- **Pre-Degree**  
Kerala University, Trivandrum, India
- **Secondary School Leaving Certificate**  
St. Joseph High School, Kerala, India.

## COMPUTER KNOWLEDGE

Microsoft Excel	: Expert Level
Microsoft PowerPoint	: Expert Level
Microsoft Word	: Expert Level
Microsoft Access	: Expert Level

## ACCOUNTING PACKAGES

- CODA.
- COGNOS.
- TRUST
- DAC EASY etc.

## CERTIFICATION COURSES

Kerala Govt. Technical Education	: Typewriting
Access Training Institute	: General Manual Accounting –Advanced
New Horizons	: Word XP Level, Excel XP Level, Power Point
Supertech Info Sys	: Dac Easy
St. Thomas College	: Fox Base, Word Star
Execu Train	: Microsoft Excel for Finance & Accounts Prof.
Bharath Scouts & Guides	: DOS, Word Star, Windows, Win Word

## ACTIVITIES & INTEREST

- Reading, Football.

## PERSONAL PROFILE

Date of Birth	: 02-05-1969
Marital Status	: Married
Gender	: Male
Nationality	: Indian
Visas Held	: UAE Residence Visa
Driving	: Validn UAE Driving License
Languages Known	: English, Hindi, Malayalam.

## REFERENCE

❖ Mr. Haridas U.K	Mr. Moideen Kutty
Marketing Manager	System Administrator
United Arab Shipping Co.	United Arab Shipping Co
Tel: Mob. 050-6617385	Tel: Mob. 050-5820567

**Certificate Attested by:-** UAE Foreign Affairs, Cons. Dept.in Abu Dhabi, Ministry of Education U.A.E, Govt. of India Min. of Human Resources Dev., Embassy of the UAE New Delhi.