



**Tijo.T**

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### **Brief Profile:**

**B. Com & 2yrs Full Time MBA (Finance) having 7+ years' experience with Shipping & Logistics MNC in Finance, Accounts, UAE VAT, Taxation with good communication & computer skills and having UAE Driving License.**

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### **Working Experience:**

**Worked with ATS SHIPPING LLC, as Account Executive from July 2019 to July 2020, Handling Cash flow and Fund flow statement, All Vendor Payment in SAP and Bank Reconciliation & MIS report in SAP.**

**Working with ALL ABOUT SHIPPING SERVICES LLC as Senior Accountant Jan 2022 to till now.**

**Handling Accounts Receivable and payable, Monthly BRS report, Job closing, Cash Flow Report, MIS report and Monthly & quarterly financial report, VAT return, Corporate Tax filing and Budget report.**

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### **Job Responsibilities:**

- Maintaining day-to-day business transactions in FRESA.
- Checking company online banking & preparing daily bank reconciliation statement.
- Managing company bank account and cash flow daily.
- Generating ageing reports regularly and following up with customers for receivables.
- Preparing payment for local and overseas suppliers accurately checking invoice, LPO and DO etc.
- Preparing monthly Depreciation & Prepayments.
- Preparing monthly Profit & Loss account (Project wise & Overall) and schedule for management review.
- Preparing quarterly VAT return file reports.
- Maintaining Trial Balance, General Ledgers, Bank Register and Cash Book.
- Preparing monthly payroll pay through WPS, Leave Salary & End of Service Benefit.
- Checking Sundry Creditors & Sundry debtors, Intercompany and Group companies' reconciliation.
- Preparing Cash flow & fund flow statement.
- Preparing financial statements for Quarterly and Annually.
- Coordinating with Auditors for the annual auditing & Quarterly Vat report.

## Job Responsibilities:

Worked with **ATS SHIPPING LLC UAE**, as **Account Executive from July 2019 to July 2020**, Handling Cash flow and Fund flow statement, All Vendor Payment, Sundry payment in SAP and Bank Reconciliation & MIS report in **SAP**.

- Handling Carrier (vendor) Payment of **Maersk and Hapag** weekly basis as per their SOA.
- Checking SOA & preparing payment of outstanding invoices until due date.
- Making Bank payment entries in SAP and sending TT copy along with payment details to bank without any delay.
- Timely co-ordination with the customer service team or vendor team to resolve the overdue invoices which are under dispute or not applicable to pay.
- Handling cheque payment of all other Carrier invoices like **CMA CGM, MSC, WAN-HAI**
- Preparing Accounts Payable & Accounts Receivable reports.
- Preparing Reconciliation & making cheque payment of intercompany Transportation, TOLL, Documentation of ATS General Land Transport.
- Managed company bank accounts and cash flow daily.
- Checking company online banking & preparing daily bank reconciliation statement.
- Preparing and maintaining Fund flow on daily basis, checking the PDC cheque details in SAP.
- Checking Sundry Creditors & Sundry debtors, Intercompany and Group companies' reconciliation.

## Educational Qualification

**Post-Graduation:** Jeppiaar Engineering College, Anna University, Chennai, Tamil Nadu

**Degree:** MBA (Finance & Logistics)

**Course Duration:** 2015-2017

## Personal Details:

**Father's Name:** Tharthees G.

**Nationality:** Indian

**Date of Birth:** 06/02/1995

**Marital Status:** Bachelor

**Passport No:** R3058174 & Valid Up to: 26/07/2027

**Computer Proficiency:** SAP, ERP, TALLY, FRESA, QUICK MOVE & MS Office (Word, Excel & Power Point)

## Language known: -

English, Hindi, Malayalam & Tamil.

## Declaration

I (Tijo. T) Hereby confirm that the information given above is true to the best of my knowledge and belief.

Date:

TIJO.T