



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.

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.

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.
- Handing 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