

# SHINU KARUVETTIL

SENIOR ACCOUNTANT WITH 14 YEARS OF WORKING EXPERIENCE IN VARIOUS SECTORS  
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## About Me

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Accomplished Senior Accountant with extensive experience in financial management and accounting within the logistics and manufacturing sectors. Demonstrated expertise in preparing financial statements, managing payroll, and ensuring compliance with legal regulations. Proficient in Tally Erp 9, Sap Erp, Nautilus Freight Management v5.0, and Microsoft Excel. Strong analytical skills, numerical skills, and leadership ability have been pivotal in driving cost control and accurate financial reporting. Career goals include leveraging extensive accounting experience to contribute to a dynamic organization's financial success.

## Experience

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Milton Shipping&Logistics WLL |

Doha, Qatar

**Senior Accountant**

04/2020 - Present

- Prepare Financial Statements as per IFRS.
  - Preparation of Trial Balance statements, Income statements, Profit & Loss Account and balance sheet & comprehensive financial reports to management.
  - Payroll management
  - Accounts payable and receivable, ensuring timely payments and collections.
  - Ensured Accuracy of Revenue and Expense accounts
  - Annual Budgeting, cost control
  - Coordinating with external auditors during the audit process and preparing necessary documentation.
  - Monthly Bank & Credit card reconciliation
  - Reviewing customer files to ensure all costs incurred in clearing & freight has been captured before the invoice is raised & sent to the customer
  - Tracks and records expenses related to transportation, including fuel, maintenance, and labor costs
  - Making online remittance both local & international agents
  - Enquiry about payment and email to agents regarding payment
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Lans Global Logistics Co WLL |

Doha, Qatar

**Accountant** 05/2017 - 03/2020

- Monthly Bank & Credit Card Reconciliation
- Prepare monthly Payroll

- Prepared Financial reports like Income statements, Balance sheets, and Cash flow statements and ensured compliance with accounting standards
  - Support month-end and year-end close process
  - Assist internal and external auditors to ensure compliance
  - Invoicing & petty cash Handling
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West Coast Polymers | Kerala, India  
Company Overview: Manufacturer and Supplier of Flex Hose and Delivery Hose in Kerala

#### **Accountant**

04/2010 - 04/2017

- Prepared Financial reports like Income statements, Balance sheets, and Cash flow statements and ensured compliance with accounting standards
- Preparing & E-Filing Sales Tax return
- Assisted External Auditors by providing necessary documentation, explanations, and assistance to ensure smooth and successful audit process
- Processed regular journal Entries to record all business transactions
- Monthly Bank & customer account Reconciliation
- Prepare Sales invoice & Petty cash Handling
- Receive and verify invoices and requisitions for goods and services
- Prepare Payments Vouchers & cheques Based on Cash flow
- Collecting stock report from stock keeper and verify raw material and finished goods according to data in godowns
- Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance
- Other responsibilities assigned by management
- Manufacturer and Supplier of Flex Hose and Delivery Hose in Kerala

## **Skills**

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- Strong Ethics
- Analytical skills
- Numerical skills
- Written communication skills
- Verbal communication skills
- Time management
- Leadership ability
- Financial analysis
- Account reconciliation

## **Education**

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University of Calicut | Kerala, India  
**Bachelor Of Commerce** in Co Operation 2010

Techmosis IT Academy | Tirur, Kerala, India  
**Diploma In Computerized Professional Accounting**  
2012

## **Languages**

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**English:**

**Hindi:**

**Malayalam:**

## **Personal Information**

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- Passport Number: W 3745561
- Date of birth: 26/07/1989
- Nationality: Indian
- Marital status: Married

## **Websites, Portfolios and Profiles**

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<https://www.linkedin.com/in/shinu-karuveetttil-990015245>

## **References**

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Available upon request.

## **Disclaimer**

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I hereby declare and sincerely affirm that the above furnished information is true and correct to the best of my knowledge and belief.

**Shinu.K**