



# TIJO THARTHEES

## SENIOR ACCOUNTANT

### CONTACT

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Al Karama Dubai UAE

### SKILLS

- Financial Reporting and analysis
- Budgeting & forecasting
- Month end & year end closing
- Payroll Administration
- Corporate Tax
- Accounts payables & receivables
- Tax preparation & Compliance
- Audit coordination (Internal & External)
- Cash flow management
- Financial Statements
- ERP system (e.g., SAP, Tally, Quick move, Fresa)

### LANGUAGES

- English
- Hindi
- Tamil
- Malayalam



### PROFILE

I hold a Bachelor of Commerce (B.Com) degree and a full-time MBA in Finance, with over 8 years of professional experience in Finance and Accounts within the Shipping & Logistics sector. My expertise includes UAE VAT compliance, taxation, financial reporting, and MIS preparation, along with strong communication and computer skills. Additionally, I hold a valid UAE driving license.



### WORK EXPERIENCE

#### ALL ABOUT SHIPPING SERVICES LLC

2022 - PRESENT

#### SENIOR ACCOUNTANT

- Lead monthly, quarterly, and annual closing processes ensuring timely and accurate reporting.
- Prepare financial statements in compliance with GAAP/IFRS.
- Analyse budget variances and provide management with actionable insights.
- Coordinate with external auditors during annual audits and implement audit recommendations.
- Supervise and mentor junior accounting staff. Manage tax filings and ensure regulatory compliance.
- Coordinating with Auditor's for the Annual Auditing Filing and compliance Quarterly VAT return.
- Coordinated payroll processing and staff expense reconciliation, ensuring prompt and accurate settlements.
- Managed supplier Ledgers and maintained rigorous reconciliations to optimize credit processes effectively.
- Verified online banking transactions daily and executed accurate cash flow monitoring without error.
- Meticulously coordinated annual audits and managed corporate tax filings to ensure robust fiscal integrity.

#### ATS SHIPPING SERVICES LLC

2019 - 2021

#### ACCOUNTS EXECUTIVE

- 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.
- Managed company bank accounts and cash flow daily.

- 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.
- 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.

## EDUCATION

### MASTER OF BUSINESS ADMINISTRATION -MBA

JPR ENGINEERING COLLEGE CHENNAI TN  
ANNA UNIVERSITY

### BACHELOR OF COMMERCE- B.COM

ST.JUDES COLLEGE TN  
MANONMANIAM SUNDARANAR UNIVESITY

## ACHIEVEMENTS

- Revitalized financial reporting systems to consistently deliver comprehensive and strategic insights for decision-making.
- Streamlined cash management procedures to optimize liquidity, fostering efficient fund allocation and operational resilience.
- Designed and implemented robust forecasting models, significantly improving budgeting accuracy and strategic planning.
- Reinforced internal control frameworks, ensuring exceptional audit readiness and unwavering regulatory compliance.
- Spearheaded the integration of advanced ERP solutions, automating workflows and enhancing overall accounting efficiency.
- Instituted effective risk management protocols that safeguarded financial assets and bolstered data integrity.