

CURRICULUM VITAE



SHAJIL HYDER. P, MBA

Mobile : 055-3381245

Email: shajilhyders@gmail.com

POSITION APPLIED FOR:

Suitable position in Operation/Admin/ Finance

CAREER OBJECTIVES

To work in a challenging area where my skills are best utilized. Establish a long term relationship with the organization and build a promising career.

SKILLS

Comprehensive Financial and accounting knowledge including billing, revenue and financial reporting. Strong organization skills and attention to detail. Good analytical & communication skills. Ability to work under pressure and meet the deadlines. Successful implementation of Accounting software's, ERP modules, payroll packages. Proficient in MS Office applications and accounting software's. Ability to train new employees.

PROFESSIONAL QUALIFICATION

2011 Master of Business Administration (MBA) Kensington College of business,
London. **University of Wales,**

EXPERIENCE

Start: Oct 13 JEBEAL ALI SCHOOL, Accountant.

End: Dec 19 Damac Hill Dubai.

➤ **Accounts Receivable**

• **Key Responsibilities. SAGE 200 Accounting**

- To work with the administration team, providing high quality administrative support to employees and parents.
- Receipt of school fee -posting onto the SAGE 200 system, answering parent queries, preparation of invoices and provision of receipt of payment.
- Preparing and recording outstanding fees report and preparing and sending remainder letters.
- Manage the invoicing and payment of CMA music fees.
- Work with the registrar to manage the application fees payment process, ensure all payments are posted on SAGE 200.

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- Work with the registrar to manage the registration fees payment process, ensure all payments are posted on SAGE 200.
- Prepare and report to bursar a monthly bank reconciliation report.
- Manage the payment of fees for leasing of school facilities, ensure all payments are posted on SAGE 200.
- Ensure all companies who lease facilities have a valid lease agreement with JAS.
- Manage any adhoc booking and payment for JAS facilities.
- Collect and record all monies for school trips or other school related collections, ensure all payments are posted on school management system.
- Manage the sales of tickets for school/PTA functions are required.
- Work with PA to ensure prompt booking and payment for CPD courses along with any associated travel or accommodation requirement.
- **Support for the School**
- Work as part of the administrative team sharing the workload of other members of the team during the busy periods.
- To adhere to the school policy regarding confidentiality.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with duties/responsibilities of the post.
- To be available to work during the first week and the last week of the summer school closure.
- To assist with cover during other holiday periods on rota basis.

EXPERIENCE

Start: March 12 **AVENUE GENERAL TRADING LLC, Accountant.**
End: Sep 13 **Dubai Investment Park Dubai.**

- **Accountant**
- **Key Responsibilities. Quick Book Accounting.**
- Overall authority for the financial operation of the organization. Performed bookkeeping, made journal entries, reconciled GL and bank accounts on Quick Books,
- Issue pay checks for employees and contractors. Monitored the bank transactions. Made deposit daily.
- Manage bills payment and prepared invoices. Adjusted entries and closed accounts at year end.
- Provided customer service including interacting with customers and solving daily operating problems.
- Prepare cash flow forecast & utilization of funds, Preparation of bonus & Incentives of sales personals on half yearly basis.
- Prepare accurate & various report to provide timely to the management.

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Start: Feb 03

End: Feb 08

BUREAU VERITAS (Dubai) - ACCOUNTANT

A Multinational Company – Third party Inspection Agency and Certification Body of Quality, Health, Safety and Environment)

- **Key Responsibilities**
- **Debtors:- In JD Edwards/AS400 (ERP)**
- Generating Sales Reports, Compare actual expense with the budget, Prepare sales forecast. Accounting receipts, Generating outstanding statement, regular follow-up with customers for outstanding payments, follow up, reconciling parties accounts, meet receivables.
- **Creditors”- In JD Edwards/AS00 (ERP)**
- Review the accuracy of accounts payable cheque and completeness of purchase order requisitions. Booking vendor invoices, Uploading data from time & expense Module to Finance module after verifying account codes and supporting. Prepare of timely payments as per schedule. Transfer surplus funds to HO after checking the cash requirements
- **Daily & Weekly reporting**
Reporting daily cash requirements & bank Position, submitting weekly Cash Flow Statement
- **Other Functions:-**
Maintain employee leave records, loan details, handling monthly Payroll.
Maintain fixed asset register, various accounting schedules and sub-schedules
Maintain renewals of insurance policies, office & flat lease agreements.

Start: Oct -98

End: Dec-02

HI POWER OVERSEAS INC, Jebel Ali Free Zone Dubai U A E

➤ **Accounts Assistant**

- **Key Responsibilities**
- Maintain of Show room sales and purchases, Sales, Receipts & Payment under computerized System, voucher Preparing, Invoicing, Office correspondence, Filing & related work and Managing of Returned material department handling for warranty claims.

Computer Proficiency

- Well Versed in MS Office 2000 & Windows 7, Vista, Xp, 98.
- 3 year experience SAG 200 accounting and iSAM Software.
- 3 year experience PASS accounting Software.
- 4 year experience in JD Edwards/AS400 (ERP) World Software & J Walk
- Familiar Quick Book Accounting software.

PERSONAL DETAILS

Nationality : Indian

Language Known : English, Hindi & Malayalam

Driving License : UAE Valid Driving License

Visa Status : Employment Visa