

RESUME

SHINOJ.V.K

Senior Accountant -15 + Years' Experience

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OVERVIEW

A highly motivated Finance & Accounts professional with Flexible, patient and highly responsive personality, more than 15+ years' experience. Currently working with an Electro- Mechanical- Contracting company as **Senior Accountant**, direct reporting to the Managing Director of the Company. Leading finance/ accounts till finalization and annual Audit,

WORK EXPERIENCE

- **Senior Accountant – EMCO Company WLL** , Seef, Bahrain(26th Dec 2016 to Till date)
- **Manager –Finance & Accounts-** AlHammer Real Estate Company WLL, Bahrain.(2016 -2016)
- **Senior Accountant - Simtel Trading Corporation Pvt Ltd. Kerala (2014- 2016)**
- **Accountant General – Shuaa Group –Plastic Division- Abudhabi,UAE (2010-2013)**
- **Accountant Assistant - ETA ASCON Group of Company, Ras Al Khaima,UAE (2008-2010)**
- **Senior Accountant & Administration - Kumar Auto Pvt Ltd –Chennai & Mumbai (2002 to 2008)**

Areas of strength include:

- Independently handle all accounts up to finalization, able to lead a team, able to create or develop new systems, work process, Management reports, give ideas suggestions to the management.
- Financial Statements and other Management Information Systems Reports
- VAT Management – Implementation of VAT procedures, VAT Reports, calculations Reconciliation and filing.
- Experienced in interaction with bank including Project facilities, facility Renewal, Guarantees and Letter of Credit etc.
- Experienced in deal with Auditors, Supplies, Customers and all the clients, also good in customer relationship and negotiation
- Experienced in ERPs –Microsoft GP ERP, Wings ERP and Tally 9 ERP, Experience in Advance Excel –Pivot table, VLOOKUP etc.
- Time management Skills, Problem Solving Skills, self-learning Skills, Administration, able to do Multi task.
- **Holding Valid Bahrain & UAE Driving license.**

EDUCATION

- **Bachelor of commerce (B.Com)** Calicut University, Calicut. Kerala, India (2002)
- **Pre Degree (Commerce)** - Calicut University, Calicut. Kerala, India. (1999)
- **SSLC (Board of Kerala) Kerala, India (1997)**

COMPUTER /SOFTWARES SKILLS

- Accounting packages: - Tally 9 ERP, Microsoft GP ERP, Wings,
- Windows- Advance Excel, Word, Power Point & Internet.

PROFESSIONAL EXPERIENCE

1. EMCO WLL (Electro Mechanical Company WLL), Mahooz, Bahrain(26th Dec'2016 to Till date)

Position: Senior Accountant

Brief description of the Job:

- Direct reporting to the Managing Director of the company, Preparation of Management Reports, leading accounts-finance team up to finalization, dealing with the Annual Auditors for the Annual Auditing & financials.
- VAT Management – Implementation of VAT procedures, calculations, reconciliation and filing.
- Dealing with Banks for General/project wise facilities, Guarantees and Letter of credits etc
- Dealing with Main contractors, sub-contractors, and the suppliers regarding the financials matters. Preparation of cash flows, estimation & costing for the individual projects.
- Handling all the other finance /accounts matters of the company.

2. AlHamer Real Estate Company WLL, Muharraq, BAHRAIN. (21st Sept 2016 to 25th Dec,2016)

Position: Manager –Finance & Accounts.

Brief description of the Job:

- Independently Handling all the financial matters of two small different company (one is Real Estate another one is Software Development) and the MD's Personal A/c
 - Coordinating with the bank for all the financial aspects such as, processing of term loan, Over Draft facility, Fund transfer Etc.
 - Dealing With tenants as a part of real estate business and Dealing with Contractors Subcontractors and Suppliers regarding the ongoing construction project.
 - Preparing the income statement, other financial statement such as P/L account, Balance sheet etc.
 - Handling the UK Self-assessment tax, co –coordinating with the letting agents regarding the property holding by the MD in UK. Managing multiple currencies
 - All Other Accounts, Staff and Administration Management.
3. **Sintel Trading Corporation Pvt Ltd. Cochin, Kerala** (National Distributor of “Lenovo & Motorola” Smart Phones, 150 Employees, Doing INR.15 Cores turnover per month) **Period: July 2014 to Sep 2016.**

Position: Senior Accountant.

Brief description of the Job:

- Reporting CFO of the Company,
- Monthly Closing , Monthly Reporting such as Income Statement and Other Management Reports
- Leading, guiding and monitoring the team regarding Receivable Follow up, debtors Aging, Reconciliation of Bank, Debtors, and Creditors Ledger.
- Analyze Debtors Aging on a 15 days basis for collection plan and prepare budget as per the management schedule.
- Guide the store team regarding Sales and Sales Return, Stock Ageing, Stock taking etc.
- Reconciling bank statement of accounts on daily basis and ensure all bank transfers like RTGS and NEFT identified and updated in the system.Deal with Distributor regarding Agreement and Bank Guaranty ,
- Coordinate with internal Auditors and annual Auditors
- Compile weekly Sales Analysis Report brand and Sales Executive wise, Preparing Sales & Purchases daily/monthly/yearly reports.
- Monitoring and guide the team cash & bank transactions, Customer & Supplier allocation and Reconciling and Posting relevant entries such as Receipt/Payment/Sales /Purchases /Journals & Month end adjustment entries
- Interact with the Supplier, reconciliation of the account and monitoring the out flow.

4. **Shuaa Group –Plastic Division- Abudhabi, UAE** , *(One of the leading plastic manufacturing and distribution company in UAE since 1978, as part of Al Ahlia group of companies, engaged in throughout GCC.)* Period: April 2010 to Aug 2013

Position: Accountant General

Brief description of the Job:

- Assist to the Finance manager to Prepare the schedules for MIS Report ,such as Profit and Loss Account ,Balance sheet and other Analyze and Comparison report related Production,
- Maintenance, Purchase and Sales
- Independently Handling All Accounts Receivables of the Company, preparation of Receivables Ageing Weekly wise. Follow-up for the payment, identify the pending bills and visit the Debtors place to solve the issues regarding bad debts. Discuss with the Clients Regarding the Credit Term and Limit. Collect the Agreement and security cheques and bank guaranties from the client as per the company policies.
- Prepare the bank reconciliation on daily wise and co-ordinate with the bank
- Verify and prepare all document related Letter of Credit as a consignee, and submission and follow up with the banker
- Calculation of Outstanding Schedules of Accounts Payable and Receivables and its reconciliation.
- Leading the physical stock valuation on Quarterly basis and reconcile the same.
- Prepare payroll for the Employee (WPS), verify the Overtime and deductions
- Verify the sales Invoices and ensure appropriate prior approval for trade discount.
- Manage cash & bank transactions, Customer & Supplier allocation and Reconciling and Posting relevant entries such as Receipt/Payment/Sales /Purchases /Journals & Month end adjustment entries
- Co-ordinate with the Auditors

Management reports;

- MIS Report such as Profit & Loss a/c, Balance Sheet and other analyze and comparison reports related production, maintenance, purchase and sales.
- Sales – Sales person wise, Product wise monthly report on sales.
- Sales man's monthly Commission report
- Aging Report monthly wise and updated aging report on weekly wise

5. **ETA ASCON Group of Company, CARS Division ,Ras Al Khaima , UAE** *(Period 2008-2010)*

Position: Assistant Accountant

Brief description of the Job:

- Data Entry – Expenses, Incomes, Bank Payment and Bank Deposit
- Accounts – Receivables and Accounts – Payables.
- Preparation of monthly Income statement ,
- Preparation of Bank Reconciliation Statement ,
- Preparation of Salary Statement

6. **Kumar Auto Pvt Ltd , (Sole Distributor of “Classique” Branded Automobile Accessories)**
Worked their Mumbai & Chennai branches) Period (2002 to 2008)

Position: Senior Accountant & Administrator

Brief description of the Job:

- Finalized the Balance sheet and profit and loss account of the company
- Accurately calculated payroll for employees it includes overtime payments and deductions.
- Consolidation of financial statements, Bank reconciliation , Creditors' account Reconciliation
- Invoicing

- Debtors payment follow up and reconciliation of debtors account
- Responsible for completion deliveries to clients on time
- Preparation of Debit Note and Credit Note
- Cash transactions- Receivables and Payable
- Dealing with Transporter and issuing TDS Certificate
- Inventory Control, Inventory report
- Preparation of Monthly sales taxes report
- Other administration work

Management reports;

- Finalization of accounts, Monthly Profit & Loss – finalized the monthly Profit & loss consolidated and released the same
- Sales person wise, Product wise report on sales, Inventory Report

ACCOMPLISHMENTS

- When Worked in Shuaa Group Abudhabi, I introduced aging reports preparation and reduced Account Receivables aging from an average of 120 days to 90 days in less than 6 months
- Established new credit criteria for new accounts, significantly reducing bad debt

PERSONAL DETAILS

Nationality	:	Indian
Date of Birth	:	06 – November 1981
Marital Status	:	Married
Language Skills	:	English, Hindi, Urdu, Malayalam & Tamil
Visa Status	:	Residential Visa
Driving License	:	Light Vehicle – Bahrain & UAE License

REFERENCES

Promptly furnish upon request.

Thanks.