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RESUME

Objective:

Seeking a **challenging senior positions** in **Accounts/Finance/Auditing/Costing & Inventory** departments with a progressive institution, which offers ample opportunity for the enhancement of professional & personal status and carry with quality approach to utilize my calibre, knowledge, and experience for the success of institution

Work Experience Highlights:

- Worked in Accounts/Auditing/Costing & Admin-HR Positions at **Middle East (Muscat & Dubai) - 23 Years & India - 10 Years** In FMCG / Trading / Hospitality / Industrial / Property & Construction Management Companies
- Worked as **Asst. Manager (Accounts & Finance)** at Salalah Imports Co.LLC - Al Awadi Group of Companies for **13 Years**, Muscat – Sultanate of Oman (12/2009 – 6/2023)
- Worked as **Accounts Executive** at CCC- Division of Choice Group of Companies, Cochin, Kerala & AP- India for **10 Years**

Job Responsibilities handled in Various Companies:

- Checking & Verification of Purchase/Sales Invoices, Cash/Bank Journals, Vouchers, Quotations& **VAT** accounting procedures & taxation, good awareness in **GST/TDS**, data preparation for **audit management**, annual return filing etc.
- Receivables/Payables **ageing schedules**, accounting provision's recording & bank/company **branch reconciliation** procedures In connection with Month-end/Year-end books of account's closing procedures & **statutory management** functions.
- Managing annual budgeting, Internal Auditing procedures, **MIS reports** like Salesmen's profitability Statements, product's performance reports and **Finalization of accounts**.
- Coordinating Ministry **Tenders** with sales dept & **logistic**/Inventory documentation.
- Involved in **payroll management** and HR / Administration works.
- Develop and maintain the cost accounting system, documents, and records of the organization. Analyze and recommend **costs and cost savings**. Prepare and complete internal **cost audits**.
- Involves **Property management** financial matters, maintenance works, determining rates, marketing and filling vacancies, handling tenant relations, agreements etc.

Worked Companies Details of 33 Years Exp (Middle East -23 Yrs & India -10 Yrs):

KIP Construction Group - Muvattupuzha, Kerala for 1/9/23 to 31/3/24

Salalah Imports Co. L.L.C – Division of Al Awadi Group of Companies, Al Ghubra, Muscat – Oman for 13 years (2010 – 2023)

Erko Oman LLc, Nizwa – Sultanate of Oman (2008 – 2009)

East Coast Services LLc, Al Karama, Dubai – UAE (2004 – 2007)

Al Mazyona Mineral Water Co. LLc, Barka, Muscat – Sultanate of Oman (2001 – 2003)

Hotel Golden Oasis, Al Wadi Al Kabir, Muscat – Sultanate of Oman for 2 Years (2000 - 2001)

CCC – Choice Group of Companies, Cochin, Kerala & AP- India for 10 Years (1991–1999)

Educational Qualifications:

- **B Com** - From PMG College, Chalakudy, Kerala, India - In the year 1989
- **Pre Degree** - From Christ College, Irinjalakuda, Kerala, India - In the year 1986
- **SSLC** - From SNVHS, Aloor, Kerala, India - In the year 1983
- **FA Packages - Oracle Customized FA, Tally /Quickbooks /Peachtree & Ms-Office**

Personal Details:

Date of Birth	15/05/1968
Father's name	(Late)Devassy M.P.
Nationality & Religion	Indian , Christian
Marital status	Married
Languages known	English, Arabic, Hindi, Malayalam, Tamil & Telugu
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