



UNNI PUTHUPARAMBIL MOHANAN

Oman| Mobile: **+968 94097643** | E-mail: unnimohan89@gmail.com | Valid Oman Driving License

Finance and Accounts Executive

A confident, multi-skilled & capable accountant with **11years** excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.

Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development

PROFILE HIGHLIGHTS

- Proficient in IFRS
 - Perform pre-and post-submission checks of VAT returns
 - Stock Management
 - Proficient in computerized accounting
 - Good Exposure to Auditing
 - Good Exposure to Accounting up to Finalization
 - Strong Management Skills
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Customs Clearance – Imported Materials clearance

- Inspection of Documents, Tax and Duty payment, Shipment Release, Ensure Documentation is Accurate, Calculate Tax and Duties.

Audit Experience

- **Vouching** of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client
 - Verification of Banks Reconciliation Statements, Fixed Assets and Stock
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PROFESSIONAL EXPERIENCE

Shari SPC (Supermarket)
Sultanate of Oman, Muscat

12 Jan 2022 TO

Designation : **Sr.Accountant**

Duties & responsibilities:

- Record financial transactions according to accounting policies and procedures.
- Reconcile vendor statements.
- Within credit control, working with customers to control payment terms and solve invoice queries.
- Maintain files and documentation thoroughly and accurately.
- Involved in posting to ledgers, reporting to trial balance, general ledger, supplier...etc.
- Responsible for recording all transactions within the office, accounts payable, accounts receivable, banking and payroll services.
- Bank Reconciliation & all bank related works.
- Preparing month-end calculations and accruals.
- Payroll preparation
- Handling Petty Cash

SAFARI TRADING EST

Doha, Qatar

20 March 2014 – 29 March 2021**Designation : Accountant****Duties & responsibilities:**

- Record financial transactions according to accounting policies and procedures.
- Reconcile vendor statements.
- L/C Dept. (Import & Export) and procurement.
- Within credit control, working with customers to control payment terms and solve invoice queries.
- Maintain files and documentation thoroughly and accurately.
- Involved in posting to ledgers, reporting to trial balance, general ledger, supplier...etc.
- Responsible for recording all transactions within the office, accounts payable, accounts receivable, banking and payroll services.
- Follow up on outstanding Accounts Receivable (AR)
- Prepare monthly, quarterly and annual financial performance reports, statements and statistics.
- Bank Reconciliation & all bank related works.
- Preparing month-end calculations and accruals.
- Payroll preparation
- Monitor physical count of assets.
- Handling Petty Cash

**Malabar Gold & Diamonds
Kerala, India****April 2013 TO Feb 2014****Designation : Accountant****Duties & responsibilities:**

- The first duty of cashier is to greet the customers entering into organization.
- Handling all the cash transaction of an organization.
- Receiving payment by cash, cheques, credit card etc.
- Checking daily cash accounts.

- Guiding and solving queries of customer
- Providing training and assistance to new joined cashier
- Help customers find items in the store
- Handling and resolving customer problems and complaints to maximize satisfaction.
- Establishing new business

AVG Motors Limited
Kerala, India

March 2011 TO Feb 2013

Designation : Accountant

Duties & responsibilities:

- Record financial transactions according to accounting policies and procedures
- Follow up for monthly invoices related to suppliers.
- Preparation of customer's invoices and delivery notes, settlement.
- Maintain files and documentation thoroughly and accurately
- Involved in posting to ledgers, reporting to trial balance, general ledger, supplier...etc.
- Bank Reconciliation & all bank related works
- Handling Petty Cash

QUALIFICATIONS

- Bachelor's Degree in Commerce, in 2006 To 2009 from MG University, Kerala, India
- Higher Secondary Education : Commerce (Board Of HSE: 2004-2006)
- DCFA (Diploma in Computerized Financial Accounting).

IT SKILL SET

- Tally, Focus, Peachtree And Wings Ex
- Manual & Computerized Financial Accounting.
- Microsoft Word, Excel, PowerPoint & Internet.
- Typewriting.

KEY SKILLS AND KNOWLEDGE

- Knowledge of financial reporting, accounting standards (IFRS) and audit procedures
 - Well versed with practical accounting
 - Efficient Project management
 - Outstanding professional manner, able to act discretely within a confidential environment
 - Possession of good interpersonal skills
 - Punctuality and strong determination with a desire to succeed
 - Extensive experience with MS office products, particularly with excel, word and power point
 - Excellent working knowledge of Microsoft systems and the ability to deal with minor technical issues
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LANGUAGE SKILLS

- Read, write and speak English, Hindi and Malayalam fluently

PERSONAL DETAILS

- Year of Birth : 15 JAN 1989
- Nationality : Indian
- Passport No : V2834754
- Date Of Issue : 27 Sep 2021
- Expiry of Passport : 26 SEP 2031
- Place Of Issue : Cochin
- License : **Valid Oman Driving License**
- Visa Status : NA

REFERENCES

Will be furnished upon request.
