



CAREER ABRIDGEMENT

Seeking a position to utilize my skills and abilities in the accounting and finance fields that offers professional growth, while being resourceful, innovative and flexible. Success in planning and focus on being a professional through continues learning and hard work



KEY SKILLS

Leadership

Highly enthusiastic

Result Oriented

Internal controls

Dedicated team player

Complex problem solver

Quick learner

Interpersonal Ability

Strong decision maker



EMPLOYMENT CHRONICLE

ASST.MANAGER ACCOUNTS | 26-01-2018 to 15-01-2024

VANCHINAD FINANCE PVT LTD, KOCHI, INDIA

KEY RESPONSIBILITIES

- Overseeing the accounts and finance functions of branches and subordinates at Head office.
- Assisting Finance Head in driving the company's Financial Planning
- Assisting Finance Head in Control and evaluate the organization's fund-raising plans and capital structure
- Supervise all accounts/ finance personnel (Accounts/Treasury etc)
- Manage Vendor relationships
- Prepare reliable current and forecasting reports
- Asset Liability Management
- Verification of Bank Accounts submission of required documents to bank and other institutions.
- Monitoring of monthly profit positions and submission of reports
- Timely submission of various returns related to tax matters and payment of taxes on time
- Prepare periodic reports (Daily/Weekly/Monthly) and submit to management after thorough evaluation of data's accuracy
- Monitoring daily cash, bank transactions and ensure accuracy through reconciliation and closing reports etc.
- Monitor daily payments, collections, receivable, and payables
- Liaising with Statutory auditors
- Preparation of Balance Sheet and Profit and loss accounts
- Conducting periodic review of work by your subordinates and initiate the needed work re-allocations and shuffling.
- Assistance in Preparation of Budgets and Fund requirement analysis
- Preparation and payment of statutes like GST, TDS Etc
- Reconcile Bank accounts, Accounts receivables, Accounts payables, Bank loans & Facilities by comparing statements with general ledgers

AUDIT EXECUTIVE | 27-06-2016 to 25-01-2018

1 Years and 7 Months

SML FINANCE LTD, THRISSUR, INDIA


KEY RESPONSIBILITIES

- Gives audit reports on Vehicle loan, Micro Finance, Deposit, Consumer Durable Loan
- Bank Reconciliation
- Loan documents and deposit documents verification



SHINE K R

CONTACT

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 poomalashine@gmail.com

 Dubai, UAE

ACADEMIC CREDENTIALS

**BACHELOR OF
COMMERCE | 2015 (70%)**

- Calicut University

HIGHER SECONDARY | 2012(71%)

- Board of Higher
Secondary Examination,
Kerala, India

SSLC | 2010 (70%)

- Board of Public
Examination, Kerala,
India

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★

Tally ERP 9.0 ★ ★ ★ ★ ★

NBFC software ★ ★ ★ ★ ★

Basic Operations ★ ★ ★ ★ ★

- Scrutinizing policy violations
- Detect Frauds & Malpractices on part of branch staff against the organization
- Ensuring accuracy of MIS report
- Ensuring staff discipline & fair behavior to the customers

ACCOUNTS TRAINEE | 01-12-2015 - 30-05-2016 (6 Months)

PROFESSIONAL ACCOUNTS (Sales Tax Practitioner)

KEY RESPONSIBILITIES

- Handled finalization of books of accounts and Company Law matters of different organizations.
- Preparation of Budgets and Fund requirement analysis
- Handled Internal Audit of Companies
- Filing of Statutory forms and returns
- Reconciliation between departments and head office
- Reconciliation of banks
- Accounting Works up to finalization of financial statements
- Finding out errors in cash related matters
- Stock Audits
- Creditors and Debt Analysis
- Preparation, maintenance and filing of projected P&L Account, Balance Sheet as required by bank authorities and financial institutions



PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.



PERSONAL DOSSIER

Gender : Male
 Date of Birth : 13/07/1994
 Nationality : Indian
 Marital Status : single
 Permanent Address : Kandanattu House, Chottupara P O, Thrissur,
 Pin 680581, Kerala, India



DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge

SHINE K R

LANGUAGES KNOWN

- English
- Malayalam
- Tamil

PASSPORT DETAILS

Passport No : R 8046914
 Date of Expiry : 10/01/2028
 Place of Issue : Cochin
 Type of Visa : Tourist Visa
 Date of Expiry : 24/03/2024

REFERENCE

- **SIBIN PAULSON**
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 Limited Edappally,
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