

SHAJAHAN KM

Accountant

Targeting assignments in **Finance & Accounts** with an organization of repute across industries

Location Preference: UAE



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PROFILE SUMMARY

- A dedicated & result-oriented professional **with 7 years** of experience in **Accounts & Finance, Reconciliation and AR/AP** across industries
- Proficient in maintaining **statutory books of accounts** (Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables & Receivables Statements and Balance Sheets) and reconciliation of financial statements in compliance with the norms to ensure smooth operations
- Expertise in **managing day-to-day accounts related activities** in coordination with internal / external departments for smooth financial operations
- Expert at presenting a **true & fair view of the financial position** of the company by way of timely preparation of annual reports; analyzing the expenditures on a monthly basis to control expenses
- Skills in **managing cash operations**; facilitating funds as per approval and preparing cash flow statement and comparing the actual versus budgeted results
- Experience in preparing & reviewing financial & management reports like cost & benefit analysis, productivity analysis & cost variance analysis
- **Account reconciliation specialist**, managed reconciliation of financial statements as per statutory compliance, SLAs and policies & procedures; skills in calculating e-return filing of TDS & VAT
- Team player with communication, analytical skills with numeric competency



CAREER TIMELINE (LATEST 4)

Hapbco Motorcycles Pvt.
Ltd. as Accountant

2015 - 2016

Downtown Cafe, Dubai as
Accountant Cum PRO

2016 - 2019

Bronet Group, Dubai as
Accountant

2019 - 2022

Food Nation Catering Services
LLC as Accountant

Since 2022



CORE COMPETENCIES

Accounting Operations

Forex

Financial Reporting/ MIS

Account/ Bank Reconciliations

Cross-functional Coordination

Statutory Compliance

Accounts Receivables/ Payables

Variance Analysis

Team Management



WORK EXPERIENCE

Since Oct' 22: Food Nation Catering Services LLC as Accountant

Sep' 19 – Jul' 22: Bronet Group, Dubai as Accountant

2016 – 2019: Downtown Cafe, Dubai as Accountant Cum PRO

Key Result Areas:

- Spearheading day-to-day accounts & finance related operations and preparing & monitoring statutory books of accounts and finalization of financial results in compliance with time & accuracy norms
- Preparing financial statements including Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables & Receivables Statements and Balance Sheets
- Formulating annual budgets and conducting variance analysis to determine difference between projected & actual
- Reconciling accounts receivable/payables trial balances with the general ledger and finalize monthly collection reports
- Planning & executing quarterly / annual closure schedules; providing monthly financial statements
- Developing & presenting monthly management reports to the senior management

- Processing visa processing work up to stamping
- Handling VAT, WPS related records
- Coordinating for new shop projects; handling the entire legal works of the shop and maintaining DM record
- Checking the inflow / outflow of cash; taking adequate measures to ensure optimum utilization of available cash
- Collaborating with auditor bank, vendor and clients for smooth operations
- Updating records of fixed assets and all other financial documents as necessary

PREVIOUS EXPERIENCE

2015 – 2016: Hapbco Motorcycles Pvt. Ltd. as Accountant

2013 – 2015: Grand Stores, Dubai as Accountant Assistant & Cashier

2012 - 2013: TM Steel & Cements, Calicut as Accountant Assistant

EDUCATION

- B.Com. from Calicut University in 2014

IT Skills:

- Microsoft Excel, Word, PowerPoint
- Tally: ERP9.0
- QuickBooks
- Oracle

PERSONAL DETAILS

Date of Birth: 30th September 1992
Languages Known: English, Hindi & Malayalam
Nationality: Indian
Marital Status: Single
No. of Dependents: 2
Passport: L4403772; Valid till 2023