



FAYIS CHARUPADIKKAL

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Experience

More than 6 Years of Experience
in Finance & Administration

Soft Skills



Career Timeline

Since Feb 2018 to Oct 2020 Al Shihhi Industry Co. (L.L.C.), Dubai, UAE as Assistant Manager	Oct 2016 – Jan 2018 Al Shihhi Industry Co. (L.L.C.), Dubai, UAE as General Accountant
Dec 2014 - Jan 2016 Stone Magic, Kerala, India as General Accountant cum Internal Auditor	June 2013 – Dec 2014 Axiom Builders and Designers, Kerala, India as Assistant Accountant

Profile Summary

Associated with **Al Shihhi Industry Co. (L.L.C.)**, Dubai, UAE as **Assistant Manager**

Worked across **Administration, Managerial Assistance, Manufacturing Operations, HR Management, Operative development, Accounts, Audit and Financial Services industries in UAE and India**; gained overall experience in administrative management including assisting managerial functions, Human Resource management, Recruitment & training procedure, ISO documentation, manufacturing process monitoring & controlling. And also experienced in accounts including spearheading entire financial operations including accounts receivables & payables, reporting & analysing, and team management. Experience with managing different departments such as operation, production, HR, logistics etc.

Supported & advised senior management (Operational & Financial Manager) on Manufacturing & operational processes, Business Intelligence Reports, Strategic plan Implementations and Cost Management; Organizing and structuring of Departments. Coached, mentored and trained team members across operation, production and accounts. Strive to achieve transformation of work environment to innovative and disciplined.

Academic Details

- ❖ **CMA Inter** from Institute of Cost Accountant of India in 2015
- ❖ **Bachelor of Commerce** from Calicut University, Kerala in 2012

IT Skills

- ❖ MS Office (Word, Excel, PowerPoint, Outlook, SharePoint)
- ❖ Tally ERP 9.0, Quick Book.
- ❖ Autodesk Autocad 2018

Work Experience

Organization : Al Shihhi Industry Co. (L.L.C.)
Designation : Assistant Manager
Timeline : Since Feb 2018 to Oct 2020

Role:

- ❖ Conducting Internal and external meeting with clients.
- ❖ Assisting manager to prepare team and individual targets.
- ❖ Ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
- ❖ Yearly audit report review & analysis of pro & cons and preparing reports to managers for General Meeting.
- ❖ Provide minutes to management of major terms point out in the management meetings.
- ❖ Conducting candidate's interview and report selection list to manager for final interviews.
- ❖ Scheduling staff training programs and ensure UAE legal accomplishments.
- ❖ Provide training and assist the tasks provided by the management and frequent monitor their performances.
- ❖ Preparing documents for GCC & other export sales, applying for Certificate of Origin through Ministry of Economy (MOE) portal.

Core Competencies

- ❖ Administration of Operation, HR and Finance
- ❖ Financial Reporting, MIS and Cash Management
- ❖ Legal documentation processing and reporting
- ❖ Business Market Analysis & Trend Forecasting
- ❖ Cost containment and Expenditure tracking

Personal Details:

Date of Birth: 09th Nov 1990
Languages: English, Urdu, Hindi & Malayalam
Nationality: Indian
Marital Status: Married
Visa Details: Visit Visa until 5th Sept 2022
Driving License: UAE Driving License
Present Address: Dubai, UAE
Location Preference: Dubai, Sharjah, Ajman

Organization : Al Shihhi Industry Co. (L.L.C.)
Designation : General Accountant
Timeline : Since Oct 2016 to Jan 2018

Role:

- ❖ Preparing final accounts, stock clearance, reports such as stock ageing, bad debts, provisions etc. and submit to the company auditor.
- ❖ Ensuring other documentations like certifications, inspections, product testing reports, updated management reviews.
- ❖ Preparing MIS reports with the use of advanced tools in excel to the management on daily basis.
- ❖ Preparing the team projection, staff activities and performance report to the Statutory Auditor.
- ❖ Verification of Sales Register, Preparation of Outstanding Debtors and Creditors Lists.
- ❖ Updating of Bank account, Cash account on the day and the preparing of BRS on a monthly basis.
- ❖ Interim & yearly finalization of Accounts and reporting documents to statutory auditor.
- ❖ Knowledge in UAE Vat taxation and documentation.

Significant Accomplishments:

- ❖ Team member in implementation of ISO 9001 & 14001 procedure by preparing documentations, review, continues monitoring, verification.
- ❖ Statutory Audit report review and fact checking of financial ups & downs and reporting to managers for presenting in general meeting.

Previous Experience at various roles

- ❖ Preparation of financial statements of contracting companies.
- ❖ Preparation of Consolidated Financial Statement.
- ❖ Preparation of Revenue and Expense budget and variance analysis.
- ❖ Preparing Tax filing documents.
- ❖ Dealing with banking transactions, cheque verification, bank reconciliation.
- ❖ Preparation of the daily and monthly cash flow and coordinate with HO for fund.
- ❖ Preparing day book, petty cash book and maintain receivables and payables.