

# SATHEESH CHOLAYIL

ACCOUNTS & FINANCE EXECUTIVE

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DOB: 19 – Nov – 1987

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## **OBJECTIVE:**

To be awarded the opportunity to contribute my interpersonal, motivation and leadership skills, while learning and developing hands on experience to benefit the team goals and corporate mission.

## **SUMMARY:**

A resourceful and straightforward talented person with the ability to take on challenged project, assignment. Highly competent professional who can be trusted with even the most confidential projects. Excel in turning disorganized environments into smooth running operations and overhauling administrative processes to improve accuracy and efficiency. Self –starter and quick learner and always exceed the expectation. 9+ year's professional experience in the planning, administration and control of accounting, finance and internal audit operations. Excellent analytical, reporting, controlling and management skill. Pc proficiency with Microsoft office. Commonsense intelligence with expertise in:

- |                                   |   |
|-----------------------------------|---|
| ❖ Computerized Accounting         | Preparation of Monthly statement          |
| ❖ Finalization of Accounts        | Regulatory compliance & Reporting         |
| ❖ Cost accounting & Cost analysis | MIS Preparation & Presentation            |
| ❖ Controlling various Expenses    | Handling cash & bank transaction          |
| ❖ Coordination & Administration   | Reconciliation of account                 |
| ❖ Handling Vendors Accounts       | Payroll (Manual & Computerized)           |
| ❖ ERP Tally & Peachtree           | Budgeting & Comparison with actual        |
| ❖ Well versed in MS Office        | Monitoring & maintaining book of accounts |
| ❖ Tax & Vat Filing                | Raising Invoice & follow up Collection    |

## Work Experience

Designation	Organization	Duration
ACCOUNTANT(SHARJAH)	NATIONAL PLASTIC BUILDING MATERIAL IND LLC	02-01-2019 to TILL DATE
ACCOUNTANT(SHARJAH)	AL SALIK KITCHEN EQUIPMENT IND LLC	15-06-2016 to 31-12-2018
Accountant (Maruthi SuzukiCar Dealer, Kerala )	INDUS MOTORS CO.PVT. LTD	07-08-2012 to 30-10-2015

### PROFESSIONAL EXPERIENCE:

#### ACCOUNTANT, NATIONAL PLASTIC BUILDING MATERIAL IND LLC, SHARJAH,UAE( 02-01-2019 to TILL DATE)

I'm responsible for complete accounting cycle of assign Company (division which include Sales and warehouse division)including expense booking , revenue (internal invoicing), preparing operating statement, comparison of performance of each division on monthly basis to ensure efficiency, invoicing and MIS preparation. And ensure control various financial and accounting system and procedures of the company in accordance with the internationally accepted standard, and monitor its internal control to ensure financial stability and maintain complete accuracy in the system. I do audit of book of accounts, parties ledger, salaries, cash & bank details, Bank Reconciliation, vouchers, cost accounting and cost analysis. It helps the company to control expenses.

#### Accountant (AL SALIK KITCHEN EQUIPMENT IND LLC), SHARJAH,UAE(15-06-2016 to 31-12-2018)

Major responsibilities includes handling all the day book registers (purchase, sales, receipt, payment bank, cash, etc.) prepared job cost estimates & coordinate distribution of invoices and transactions like Accounts payables and receivables records and Monthly close of accounts up to finalization, prepare financial statement and prepare Management Information System Reports.

## EDUCATION:

Course	University	Year	Parentage
M. COM	Annamalai University	2014	62%
B.com	University of Calicut	2009	52%

## SKILLS:

- ✓ **Effective International Communicator:** Proven Abilities in **Reporting & Presenting** to management, applicable language skills in **English, Malayalam, Tamil, Hindi**.
- ✓ **Commitment to Results:** Committed to **sustainability & Empowerment** through in depth knowledge of **Accounting and Finance**.
- ✓ **Practical Skills:** Collaborate effectively with people of diverse cultural, socioeconomic and national background, experience in **coordinating administration and controlling** team to achieve predetermined goals and experience with computer software such as **MS Office** (Word, power point, outlook, Excel), computer Troubleshooting and Explorer, social media platform, and Google Application. Well versed with accounting software **Tally ERP**.
- ✓ **Management Skills:** Excels in turning disorganized environment into smooth running operations and overhauling administrative processes to improve accuracy and efficiency. And;



### *Quality*

Striving for excellence in my profile, proposals and work



### *Honesty*

Representing myself and my capabilities truthfully



### *Respect*

Showing consideration for all members of the community



### *Timeliness*

Responding to clients and delivering as promised



### *Professionalism*

Delivering the highest level of customer satisfaction



### *Integrity*

Keeping clients on work and honoring the Terms of Service

## Declaration

I hereby declare that all the fact stated above is true and correct in best of my knowledge and belief.

Sincerely,

**SATHEESH CHOLAYIL**