

# RESUME

**MUHAMMED SALIH  
PALLIPURATH MOIDUTTY**



## Personal Data:

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## Address for Communication:

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Date of Birth : 31/01/1986

Nationality : Indian

Marital Status : Married

Passport No : F9134540

Visa Status : Employment

Valid UAE Driving License

## Languages known:

English, Hindi & Malayalam

## Career Objective:

Intend to build a career with a leading corporate of good environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in a challenging and creative environment.

## Academic Qualification:

- **Bachelor of Commerce**, Calicut university, India in the year of 2007

## Certification:

- **Industrial Accountant**, Institute of Computer Accountants (ICA), Bangalore, India - 2008

## Experience summary:

14 years experience over various fields related to Purchase, Admin, Finance & Accounts.

- Working as **Sr. Accountant** at Link Energy Est, Fujairah, U.A.E. From March 2015 till date.
- Functioning as **Assistant Manager (Purchase & Accounts)** at Fujairah Lube LLC (Sister Company), Fujairah, U.A.E.
- Worked as **General Accountant** at Lahmeyer International GmbH, Abu Dhabi, U.A.E. from December 2008 to March 2015.
- Worked as **Accountant** at I Soft-Design School, Bangalore (Karnataka), India from July 2007 to June 2008

## Skill Summary:

### Technical Knowledge:

- Knowledge in Generally Accepted Accounting Principles & IFRS.
- Competent at preparation of monthly Management Accounts, Income statement and Balance sheet.
- Expertise in handling General Accounts, Accounts Receivable, Payable and Office administration.
- Proficiency in process reviews, identifying control gaps and Implementing a proper internal control environment.
- Experience in Payroll Accounting
- Vessel Charter and vessel Management Accounting
- Purchase of provisions, Spare parts, Deck items and safety items for vessels

### Computer Proficiency:

- Tally, Peachtree, TRAACS & Ace (Accounting software).
- Expertise in MS Office.
- Internet Application - Email and Outlook Express.

**March'15 till Date: Link Energy Est. (Government of Fujairah), Fujairah, U.A.E.**

**Senior Accountant**

**Key Result Areas:**

- Reconciling & Monitoring various ledgers & reconciliation statements for analyzing the books of accounts.
- Responsible for VAT Accounting & timely submission of VAT Returns.
- Dealing with Letter of Credits and Guarantees.
- Responsible for Staff Payroll Accounting
- Part of Accounts and Finance team responsible for month-end closing of accounts as per IFRS norms.
- Formulation of various budgets & conducting variance analysis to determine difference between projected figures & actual figures and recommending / taking corrective actions.

**Working as Assistant Manager (Purchase and Accounts) at Fujairah Lube LLC (Sister Company), Fujairah, U.A.E.**

**Key Result Areas:**

- Part of Accounts and Finance team responsible for month-end closing of accounts as per IFRS norms.
- Preparation of Financial Models, Restructuring proposals and Project Reports.
- Designing and implementing systems & procedures.
- Dealing with Letter of Credits and Guarantees.
- Formulation of various budgets & conducting variance analysis to determine difference between projected figures & actual figures and recommending / taking corrective actions.
- Reconciling & Monitoring various ledgers & reconciliation statements for analyzing the books of accounts.
- Responsible for VAT Accounting & timely submission of VAT Returns.
- Responsible for Staff Payroll Accounting.
- Vessel Charter and vessel Management Accounting
- Responsible for crews Payroll Accounting
- Responsible for purchase of provisions, Spare parts, Deck items and safety items for vessels (MV Soha Folk, MV Dibba, MT Dawn1 & MT Al Heera)

**December'08 - March'15: Lahmeyer International GmbH, Abu Dhabi, U.A.E.**

**General Accountant**

**Key Result Areas:**

- Evaluating priced Offers for Client from various bidders.
- Preparing Bank Reconciliation Statement
- Responsible for Staff Payroll Accounting
- Liaison with Clients (TRANSCO / ADDC) with reference to the periodical contract invoices.
- Reviewing & verifying Contractor's Receiving-cum-Damage Reports and Acceptance Certificates for submission to Client for approval.
- Evaluating & verifying Contractor's Final Contract Statement, As-Built & Final Bills of Quantities (BOQ) arrange approval for the same from the Client.
- Monitoring and preparing schedule for each project and Preparing of Variation Orders for various projects and following up with the Client.
- Preparing Monthly Progress Reports for the Clients (TRANSCO / ADDC) and Project team.
- Preparing Financial Reports and Other relevant MIS Reports to Top Management.

**July'07 - June'08: I SOFT-Design School, Bangalore (Karnataka), India**

**Accountant**

**Key Result Areas:**

- Preparing regular financial Statements such as Profit & Loss, Balance Sheet etc.
- Preparing Bank Reconciliation Statement and Monthly Petty Cash Statement.
- Responsible for Staff Payroll Accounting and Annual Leave settlements.