



Kurien Mathew
☎ +971 56 4038646
E-Mail: kurien76@gmail.com

CAREER OBJECTIVES

Looking forward for a growth, benefiting the organization by individually involving/ participating; basis my job profile and willing to take up new tasks as required by the organization

WORK EXPERIENCE

1) Jan 2016 – till date: Employed as an Accounts Manager with M/s. Yansab for Marble & Granite & Industries & Cement LLC, Al Ain, Abu Dhabi.

Job Profile:

- Monitoring Fund Flow and Managing fund forecast.
- Sales Revenue / Cost Analyzing.
- Reconciliation and Filing VAT returns to FTA
- Bank and cash Reconciliation.
- Coordinating with vendors/suppliers and ensuring deliveries on time.
- Coordinating with operation team for timely supply and ensuring collections.
- Payments and receipts effected with reference to settlement/ collections.
- Preparation of all accounting vouchers and Party reconciliation,
- Verification of all invoices in accordance with the contractual agreement.
- Preparation of Profit & Loss Account and Financials.
- Finalization of Trial Balance.

2) July 2014 – Dec 2015: Employed as an Accounts Manager with M/s. Green Oasis Trading, Al Ain, U.A.E.

3) June 2006 – April 2014: Employed as a Senior Accountant with M/s. Plimsoll Logistics LLC.

2006-2013 : Based in Dubai handling Hamburg Sud / Warehousing & Forwarding accounts.
2013-2014 : Was transferred to Kenya to set-up the accounting procedures at Plimsoll's new branches in Mombasa, Nairobi and Dar-Es-Salam.

Job Profile:

- Solely responsible for handling of Hamburg Sud Line accounting - Manifest reconciliation/Follow-up on collections/Reporting to the Line's Finance Dept/Remittance to Line as per guidelines.
- Supervision of NVOCC accounting activities of CREDO Shipping Singapore and responsible for financial reporting to Principals.
- Ensure monthly invoicing along with inventory reports to Warehousing customers.
- Voyage Disbursement Account preparation and submission to principals.
- Monitoring Fund Flow and reporting fund forecast to the FM
- Weekly Debtors /Creditors ageing report to the FM
- Looking after Freight Forwarding accounts.
- Overseas Agents account reconciliation and settlement of their accounts.
- Principal correspondence / Co-ordination of other Agents in all finance related matters.
- Follow up of Receivables / Collection – scrutinizing the Receivable accounts / also Payable accounts.
- Intercompany reconciliation – Coordinating with all the Intercompany to get the balance confirmed / reconciled.
- Sales Revenue / Cost report - Monthly basis.
- Bank Reconciliation.
- Preparation of Profit & Loss Account and submitting to FM – Monthly basis.
- Interacting with the Auditors and providing all information during final Audit.
- Finalization of Trial Balance.

4) M/s. Paramount Shipping & Forwarding L.L.C., Dubai. U.A.E., having Agencies and its own NVOCC services.

From March 2004 to May 2006

Job Profile: Accountant

- Involved in preparation of all accounting vouchers, Party & Bank reconciliation, Vessel Port Disbursement account, Vessel voyage account and vessel husbanding account.
- Verification of all invoices in accordance with the contractual agreement.
- Verification of Agency accounts with reference to the documented agency agreement.
- Preparation of Line detention statement/ NVOCC detention collection statement.
- MIS to the Management as to forwarding, NVOCC activities, Agency accounts and related profits.
- Correspondence with Principals, Agents and Suppliers.
- Payments and receipts effected with reference to settlement/ collections.

EDUCATIONAL QUALIFICATION

- Bachelor of Commerce
(Mahatma Gandhi University, Kerala, India.)
- Diploma in Computer Applications from NIIT
- Completed course of International Chamber of Commerce (ICC, UAE) for VAT
Preparation for the Tax year End Preparation
- Completed Safety Management Course Approved by Institution of Occupational Safety
& Health (IOSH)
- Accounting software: Afsys, Tally, Pegasus, Bazar, Aliphia

PERSONAL INFORMATION

Date of Birth	: 30 th May 1976
Sex	: Male
Marital Status	: Married
Linguistic Status	: English, Hindi and Malayalam
Nationality	: Indian
Passport No.	: L 4742498
Visa Status	: Employment
Driving License	: Holder of Valid light vehicle UAE driving license.

I hereby declare that all the information given above is true, complete and correct.

Kurien Mathew