 **FAJEES KAIPPALAKATH**

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| **Personal Details**  **DOB :** 01-04-1989  **Religion :** Islam  **Sex :** Male  **Nationality :** Indian  **Marital Status:** Single  **Passport No. :**J8758692  **Visa Status:** Employment Visa  **Passport Exp.**  **Date :**10/08/2021  **UAE Driving License: Yes** | Career Objective  Post Graduate in Finance with more than 10 years’ experience in the field of Finance and Trading, Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.  Professional Experience  ***COASTAL INVESTMENT GROUP – DUBAI, UAE***  Coastal investment Group is primarily engaged in chain of restaurants, coffee shops, property development, commodity housings distribution, as well as property management. The Company operates its businesses primarily in UAE.  **Designation : Finance Executive**  **Duration : From September 2017 to August 2020**  Job Responsibilities:   * Maintains F&B cash balance records, reconciles cash receipts and disbursements to the general ledger. * Analyzes F&B credit card settlements and chargeback. * Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). * Prepares asset, liability, and capital account entries by compiling and analyzing account information. * Prepares cheques or cash payments by verifying documentation and requesting disbursements. * To maintain and budgeting of funds. * Prepares daily, weekly and monthly reports * Maintain adequate petty cash and keep a proper record of all petty cash transactions. * Preparation of Bank and Vendors Reconciliation and cash flow Statement. * Preparation of Trial Balance, Profit & Loss A/c, Balance Sheet. * Responsible for the monthly payroll. * Computation of taxes and prepare tax returns, ensuring compliance   With payment, reporting and other tax requirements.   * Filing of VAT returns Quarterly statement, independent handling of VAT assessment.   ***YOU GROUP – DUBAI, UAE***  YOU GROUP is a group of companies consist of ship management, Bunkering, Ship Repairing and livestock trading business.  **Designation : Finance Executive**  **Duration : From October 2014 to May 2017**  Job Responsibilities:   * Update and maintain accounting journals, ledgers and other records   detailing financial business transactions (e.g., disbursements,  Expense vouchers, receipts, accounts payable).   * Prepares asset, liability, and capital account entries by compiling and   Analyzing account information.   * Responsible for Preparation of sales invoices and following up on   Receipts from customers.   * Prepares cheques or cash payments by verifying documentation and   Requesting disbursements.   * Liaise closely with Trading and Operations Departments on the   Transactions.   * Placing transactions with financing bank and responsible for   processing and administering Letter of Credit (LC) transactions (i.e.  issuance, amendment and acceptance)-   * Review and liaise with counterparties on LC issuance and export LC   contents, ensuring the LC are in accordance with traders’ deal  Agreements and contracts. -   * Liase with banks regarding LC confirmation charges and discounting   rates.   * Prepare and facilitate LC negotiation / open account documents for   presentation to banks and counterparties for payment.   * To maintain and budgeting of funds. * Preparation of MIS reports. * Maintain adequate petty cash and keep a proper record of all petty   cash transactions.   * Managed accounts payable, accounts receivable. * Prepare monthly Expense & Income Reports for vessels. * Preparation of Bank and Vendors Reconciliation and cash flow   Statement.   * Preparation of Trial Balance, Profit & Loss A/c, Balance Sheet. * Responsible for the monthly payroll, employee’s final settlement   calculation like gratuity, leave salary etc.  ***BASIL DEPARTMENT STORE- KERALA, INDIA***  A reputed FMCG distribution agency in Kerala deals with variety of food products supplying varieties of biscuits, Chocolates and vermicelli.  **Designation : Finance Accountant**  **Duration : From May 2012 to September 2014**  ***EMMANUVAL & Co. CHARTERED ACCOUNTANT – INDIA***  A reputed Chartered Accountant in Kerala engaged in all types of accounts and auditing of Banking Companies, Firms and individuals  **Designation: Accountant & Audit Associate**  **Duration : July 2010 to April 2012**  Academic Profile   |  |  |  |  | | --- | --- | --- | --- | | **Examination** | **University/ Board** | **MONTH& YEAR** | **AGGREGATE**  **(%)** | | M.COM | Madurai Kamaraj University  Tamil Nadu, India | November 2012 | 62 | | B.COM | Kannur University  Kerala, India | March 2010 | 67 | | PLUS TWO | Board of Higher Secondary Examination, Kerala  India | March 2007 | 84 | | SSLC | Board of Public Examination, Kerala  India | March 2005 | 74 |   SOFTWARE Proficiency  MS-Office, Tally ERP, Aspect, Trade-Easy, Busy, WHIZTEC ERP, Peachtree, QuickBooks, Maitre’D.  References  As per Request  Declaration  I hereby declare that all the information given above are true and correct to the best of my knowledge and belief.  Place : DUBAI **FAJEES. K** |