 **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 ObjectivePost 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’ dealAgreements 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

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| **Examination** | **University/ Board** | **MONTH& YEAR**  | **AGGREGATE** **(%)** |
| M.COM | Madurai Kamaraj UniversityTamil Nadu, India | November 2012 | 62 |
| B.COM | Kannur University Kerala, India | March 2010 | 67 |
| PLUS TWO | Board of Higher Secondary Examination, KeralaIndia | March 2007 | 84 |
| SSLC | Board of Public Examination, KeralaIndia | March 2005 | 74 |

SOFTWARE ProficiencyMS-Office, Tally ERP, Aspect, Trade-Easy, Busy, WHIZTEC ERP, Peachtree, QuickBooks, Maitre’D.References As per Request DeclarationI hereby declare that all the information given above are true and correct to the best of my knowledge and belief.Place : DUBAI **FAJEES. K** |