

SHAMSEER KELOTH

Senior Accountant

PROFESSIONAL SUMMARY

Persuasive and influential professional with more than **14 years** of National and International expertise in Corporate Finance, Accounts, Auditing, MIS reporting and so on. Extensive experience in directing the design of optimum capital structure and financial strategy for the company keeping in mind capital expansion for existing business, investment in new projects, and short-term cash optimization. A strategist and implementer with recognized proficiency in spearheading business to accomplish corporate plans and goals successfully.

PROFESSIONAL EXPERIENCE

Freelancer (Accountant) Jan 2020 – March 2021

Kerala, India

Job Description:

- Completion and submission of Assigned Job for the companies who are giving their financial work to the outsourcing parties.

Chief Accountant May 2018 – July 2019

Shanfari Hotels and Resorts, Salalah, Oman

Job Description:

Reporting to CFO, MD, and General Manager; Scope: Full control of Finance and mentoring a team of 3 Finance & 60 other Professionals

- Responsible for maintaining the books of accounts of divisions / Company as per the Group's Accounting procedures and IFRS using the ERP system in place.
- Work with shared service finance team to ensure that all required financial transactions are Accounted for as per paid down procedures.
- Preparation of monthly Reconciliations of Banks, Inventories, Vendors, Receipts and prepare MIS reports for all the divisions.
- Preparation of monthly statutory and scheduled payments.
- Preparation of petty cash reimbursement as per the petty cash float list.
- Fixed Asset register maintenance, keeping a track of Assets needed to be capitalized.
- Assisting with preparing and monitoring budgets.
- Co-ordinate with external auditors and ensure timely response, documentation & Information
- Handle other Accounting Duties & responsibilities as may be delegated from time to time.

Senior Accountant (Payables) Jul 2012 – Jan 2017

Haven Fire and Safety LLC, Dubai, UAE

Job Description:

Reporting to: Chief Accountant, Executive Director, MD; Scope: part of team of 4 Finance & 100 plus other Professionals

- Perform Accounts payable related duties in accordance with policy and procedures for invoice processing, payments, Expenses and card claims, vendor master data management, Reporting.
- Ensure payment runs are processed with in timeframe and work with business partners within the organization.
- Respond to supplier account queries and resolve any issues.
- Oversee audit/checking procedures to ensure that policies and procedures are followed with An outcome of invoices paid with in credit terms.
- Regularly monitor the completeness and accuracy of supplier records and master data.



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Dubai, UAE

QUALIFICATIONS

- MBA (Finance)**
Annamalai University, Tamil Nadu, India
2019-21
- B.com**
University of Calicut, Kerala, India
2001-04
- Higher Secondary (12th)**
Board of Higher Secondary, Kerala, India 2000

AREA OF EXCELLENCE

- Finance & Accounts
- Working Capital Management
- Budgeting and Receivables Management
- Risk & Compliance Management
- Corporate Governance
- Banking Relations Management
- Credit Control
- Hospitality Management

- Assist with month end close activities and reporting.
- Manage payroll and petty cash accurately comply with companies and local policies and Regulations.

Senior Accountant
Radius Trading and Contracting co, Doha, Qatar

Jul 2011 – Feb 2012

Job Description:

Reporting to: MD/Director; Scope: Maintained relationship with Joint Partners; mentored a team of 5 Finance, and 75 other Professionals and employees.

- Bookkeeping (Preparing monthly journals, ensuring all posted to the ledgers are accurate and complete, ensure the completion of GL reconciliations and ultimately ensure that the trial balance is complete and accurate in all material aspects.)
- Review and check the accuracy of journal vouchers, payroll records, revenue and purchase ledgers...etc.
- Preparation of LC and STPF Loan facilities which is provided by bank and submittal of the same to the bank for the payment of suppliers and sub- contractors on required time.
- Responsible for overseeing the system maintenance and update e.g. Client addition/deletion, project creation etc.
- Participation in the procedures of External Auditing formalities to provide systems information to the auditor and to submit audit report on or before specified time.
- Performing other accounting duties and supporting junior staff as required or assigned.
- Exchange management, economic & industry comparisons, business MIS and reviews, strategic & annual planning.

General Accountant
General Mechanic Co, RAK, UAE

Feb 2007 – May 2011

Job Description:

Reporting to: Project Manager/FM; Scope: Maintained relationship with Government Venture; mentored a team of 150 Professionals.

- Handling of all regular Accounting processes such as A/P and Journal entries plus monthly closure Accounts.
- Organize all Company Financial programs and ensure compliance to budgetary requirements.
- Monitor authorized Account reconciliation process.
- Administer all bank transactions and oversee data recording procedures monthly.
- Preparation of payroll by verifying timesheet and reconcile with previous month data.
- Disbursal of payroll payments on or before scheduled dates as per company policy.
- Assist with external auditing processors.

Accountant
Farico Silk Arcade, Bangalore, India

Sep 2004 – Nov 2006

Job Description:

Reporting to Senior Accountant/MD

- Recording of purchase invoices including tax which is mentioned in the invoices and all related expenses of purchase like freight, transportation...etc.
- Reconciliation of banks and suppliers' invoices.
- Preparation of payroll with the data received from concerned department and timely recording for the wage disbursal.
- Monitoring of sales entries and stock verifications.
- Helps senior manager for preparation of periodical reports.
- Supporting and assisting of periodic auditing procedure

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

AREA OF INTEREST

- Construction
- Oil & Gas
- Hospitality
- Real Estate

SOFTWARE SKILLS

- SAP Fico
- Prologic First
- Right ERP
- Tally ERP
- Peachtree
- Dac Easy & Tata Ex
- MS Office Applications

UAE DRIVING LICENSE

- License no : 1896719
- Place of Issue : Dubai
- Date of Issue : 20.04.2013
- Date of Expiry : 20.04.2023

PERSONAL INFO

- Date of Birth : 04-05-1983
- Nationality : Indian
- Marital Status : Married
- Visa Status : Tourist Visa (Till Jan 2022)

REFERENCE

Available upon request.