



BIJI VARGHESE

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Abu Dhabi, UAE. 📍

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BIJI VARGHESE

ASSISTANT FINANCE MANAGER/ SENIOR ACCOUNTANT

Dear Sir /Madam,

I am writing to express my interest in securing the position of Assistant Finance Manager or Senior Accountant or any suitable post in Accounts or finance. I am a commerce graduate with more than 20 year of experience in Accounts,finance, banking etc.. I believe in my academic background, business knowledge and industry experiences have provided me with the credentials needed to thrive as an Associate. Now iam in Visit visa and ready to join immediately. Salary is negotiable.

Prior to BELGIUMALUMINIUM AND GLASS, UAE (AL FARAA GROUP) I worked in many companies in Oman, India in Accounts and Finance. I fully understand how important it is to have great team dynamics in today's multi-disciplinary business environment.

I would appreciate the opportunity to interview with your company for the above position. Please find enclosed my resume for your review. I can be reached via email at 'bvarghese05@gmail.com , or whatsapp 0557003253 by phone at 0508397519. I enthusiastically look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely

Biji Varghese



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Objective

I Seeking challenging opportunities where I can fully use my skills and experiences for the success of the organisation. Having good experience in Accounts, Finance, banking, project costing, commercial and contracts, collections and receivables.

Experience

2006 - 2020

BELGIUM ALUMINIUM AND GLASS COMPANY (AL FARAA GROUP) UAE

Assistant manager for Finance and Accounts

Worked in one of the Aluminium and Glass Company in Al Ain, UAE as a Assistant manager for 14 years. Handled Accounts receivables, Project billing, follow up for payment certifications and collections, contracts and commercial, follow up for variations, banking like LC, bank guarantees, project costing, negotiations with subcontractors and suppliers etc.

*March 2021 -
October 2021*

HDFC life , India

Financial consultant

Associated with HDFC LIFE, India as a financial consultant for a short period . Selling the products of life insurance and other investment schemes and various products.

2001 - 2006

Modern Construction & Trading Company Llc, Muscat, Oman

Cheif Accountant

Handled the Accounts upto finalisation, stock reconciliation and checking, bank reconciliation, banking including LC and bank guarantees, import and export , Administration and PRO works, cash flows etc..

2001 -

Atlas Hospital, Muscat, Oman

Cashier cum Accountant on temporary basis

Worked in atlas hospital for temperrory post for 6 months.

1999 - 2001

Sur Dairy Co.llc, Sur, Oman

Accountant

One of the dairy manufacturing company in Sur as a Accountant cum store in charge. Handled day to day activities, Cash sales, collection and inventory control on daily basis, banking activities, sales support and part of administrative responsibilities.

1998 - 1999

Sangotra Fashions ,Mumbai, India

Cheif Accountant

Worked in one of the readymade exporting company in Mumbai as a chief accountant. Handed Accounts upto finalisation, labours and staff salary distribution, import and export documentation and coordination with shipping agent, LC receivables, dealing with international buyers etc..

1994 - 1998

On Avita Enterprises

Factory Accountant

Worked as Factory Accountant in one of the garment export unit. Handled Factory Accounts, sales and purchases, allocation of wages and salaries, inventory control, export and import documentation.

1992 - 1994

PN SUBRAMANIAN & CO, Chartered Accountants Firm, Mumbai

Audit Clerk

Worked with one of the leading chartered accountants firm in Mumbai. Auditing of firms, Hospitals, Societies, writing books of accounts, filing tax returns, checking and verifying the vouchers etc..

Education

1991

MG university, kerala

Bachelor in Commerce and costing

Skills

Good Team Player, Good support to sales and Collections, Problem solving, decision making, trust worthy, social worker.

Activities

Serving as a internal Auditor for Al Ain Orthodox church and Indian social centre as a social works

Languages

English, Hindi, Arabic, Malayalam and Tamil

Personal Details

Date of Birth : 25/05/1971

Marital Status : Married

Nationality : Indian

Reference

Anand Krishnamoorthy - "Al Bukthair Group "

Director Sales and Marketing

0544409620

AK Samanta - "Bosco Aluminium and glass "

GM and Branch manager

0557003249