



BIJU ANTONY PORUTHUR – CV

Profile Summary

Years of experience as an Accountant, in UAE with hands on experience in financial aspects. A detail-oriented Accountant who can oversee financial operations and ensure tax compliance in all financial accounting activities. A go getter with immense knowledge in all areas of accounting with ability to handle multiple tasks simultaneously.

Personal Profile

Phone

+971506241362

Whatsapp No.

(+971506241362)

Email

bijuclub@gmail.com

Date of Birth

04-04-1973

Nationality

Indian

Passport No

V4792997

Visa status

Visit Visa

Visa valid up to 15th May 2023

Marital status

Married

Availability

Immediately

Experience

2021-2022 **Accountant at Joy Associates, India**

2017-2020 **Accountant General at OSHA Limited, UAE**

Key Responsibilities

1. Maintaining the general ledger and balance sheet across accounts receivable, accounts payable, cash accounts, and fixed assets
2. Managing Income & expenditure and monitoring Revenue and expenses.
3. Carrying out administrative functions
4. Preparation of periodical special reports and VAT filings
5. Preparing yearly and monthly Finalization of accounts, Profit & Loss account, Balance Sheet and reports of company expenditure.
6. MIS Reporting
7. Bank Accounts Reconciliation
8. Vendors & Customers Reconciliation
9. Accounts payable and receivable management
10. Accounting Accruals ,provisions ,prepayment journals entries
11. Account analysis of monthly financials

Key Achievements

1. Created internal control procedures to increase reporting accuracy and reduce error rate by 10%
2. Controlled miscellaneous overheads by 5%

Professional Skills

- I. Time management
- II. Financial Reporting
- III. MIS Reporting
- IV. Reconciliation Statement
- V. Credit Control
- VI. Inventory Control
- VII. Auditing
- VIII. Overheads Control

- IX. Vat Filing
- X. Purchase Control
- XI. Payment Control
- XII. Receivables follow up
- XIII. Aged Inventory Control
- XIV. Follow up on aged Debtors
- XV. Finalization of Accounts
- XVI. Profit/Loss Accounts
- XVII. Balance Sheet

Languages

- I. English
- II. Hindi
- III. Malayalam
- IV. Arabic

Other Skills

- ❖ UAE Driving License
- ❖ Arabic working Knowledge
- ❖ MS Office

EDUCATION

B.Com from University of Calicut,
Kerala, India.

CERTIFICATIONS

- 1. **CPFA** – Certified Professional in Foreign Accounting
- 2. **Software Tally -ERP 9**
- 3. **Peach Tree**
- 4. **QuickBooks**
- 5. **Focus Reach**
- 6. **Microsoft Office Specialist**

2012-2016: **Accountant General at Compucell LLC Group, Dubai**

Key Responsibilities

- 1. Maintaining the general ledger and balance sheet across accounts receivable, accounts payable, cash accounts, and fixed assets
- 2. Handling banking and inter branch accounts reconciliations
- 3. Preparing financial statements and reports of company expenditures
- 4. Carrying out administrative functions
- 5. Preparation of periodical special reports
- 6. Manage administration tasks
- 7. Ensuring invoices are delivered to the client within the agreed time frame, and with the agreed set of supporting documents.
- 8. Stock audit and implementation of discount policy

Key Achievements

- 1. Able to reconcile the accounts of 100% of the clients with zero variance to increase reporting accuracy
- 2. Controlled travel & transportation overheads by 6%

2000-2011 **Accountant General at Gulf Wireless & Television Co. LLC, Dubai.**

Key Responsibilities

- 1. Managing Client Invoices and compiling data
- 2. Controlling Payment schedules of clients and monitoring closely
- 3. Reconciliation of Accounts on a daily basis
- 4. Managing Supplier Invoices and Payment Schedule
- 5. Routine Administrative works
- 6. Procurement
- 7. Reconciliation of Supplier Accounts
- 8. Submission of Quotations

1996-1999 **Accounts Executive at Manappuram Finance Co. Ltd. India.**

Key Responsibilities

- 1. Preparation of Vouchers
- 2. Passing Account Entries
- 3. Managing Petty Cash & Petty Cash Accounts
- 4. Co-ordination with Auditors
- 5. Co-ordination between branches.