



**Mathew.K.J**  
Accountant & Admin. Management  
Mobile: +97155-8410240  
mathewjayadevan@gmail.com

### Profile summary

Accounts & management professional with more than 11 years of extensive exposure in the spheres of accounting and general management within diversified industries. Know-how in various accounting fields such as AP/AR, cash management, estimation & cost control, data & variance analysis, process development, reconciliations, cost accounting, pricing strategies, resource optimizations, risk mitigation & control and contract negotiations. Motivated and committed team leader who possess strong commitment and capacity to drive efficiency and financial performance together with excellent analytical, research, problem solving, management, organizational and communication skills.

### Strengths

- ✓ 11 Years Proven experience in Gulf
- ✓ Excellent Planning & Organizing Skills
- ✓ Strong Commitment to Service Excellence
- ✓ Accounts Analysis & Reporting Skills
- ✓ Strictly complied in policies-set standards
- ✓ Discipline -Trustworthy-Goal oriented

### Qualifications

**Post Graduate Diploma in Computer Application**, Bharat Sevak Samaj Kerala, India **2002**

**Bachelor of Commerce**, University of Kerala, India **2000**

### Achievements

- ✓ Performed consistently with indefinable enthusiasm, commitment and dedication towards managerial & accounting works which contributed to the achievement of organizational goals.
- ✓ Successfully established managerial skills and attained proficiency in analyzing issues in the field of accounting and financial operations.
- ✓ Carried out assigned workload with indefinable enthusiasm, commitment, honesty and dedication and drove towards contributing to continued business growth.
- ✓ Carried out job excellently and continuously work towards achieving company objectives.

### Career Snapshot

<b>Accountant</b> , Al Sawan Printing Press LLC, Ajman, UAE	<b>June 2007 – August 2018</b>
<b>Accountant</b> , HarikumarAssociate Chartered Accountant, , India	<b>Aug. 2005 – Sept. 2006</b>
<b>Accounts &amp; Marketing</b> , NetBIOS, Trivandrum, India	<b>Feb. 2004 – July 2005</b>
<b>Office Secretary</b> , Keltron Counters Limited, Trivandrum, India	<b>Dec. 1997 – Dec.1998</b>

### Areas of Expertise

#### Accounts & Admin. Management

- Adept at reviewing accounting records and other financial reports to assess accuracy, completeness, and conformance with company policies and applicable reporting standards.
- Handle complete books of accounts up to finalization including books transaction, cash and other related jobs.

- Ensure all accounting process such as handling complete books of accounts up to completion are carried out according to standards.
- Responsible for all the reconciliations and collections of due account receivable on regular and monthly basis with all distributors.
- Take care and follow up on accounts receivable/payables; prepare customer-vendor reconciliation statements
- Provide accurate and timely MIS reports to senior management to enable to make better plans and organize business operations.
- Direct and coordinate organization's financial and budget activities to fund operations, maximize investments, and increase efficiency.
- Actively take part in carrying out group policies and procedures; help in continually reviewing and setting up improvements to current procedures.
- Maintain constant communication with internal departments and keeping track on various correspondences and office communications to ensure smooth office operations.
- Coordinate with banks, clients, suppliers, and all third parties dealing with the company and keep strong rapport with the same.
- Set up dynamic work environment to heighten employee potential, productivity and retention.

### Present Job Role

#### **Accountant** - Al Sawan Printing Press LLC LLC

- Responsible in the monthly sending of letters to clients about the outstanding balances including details of collection
- Identifying status of accounts payables by on time payments to creditors as well as of the accounts receivables by obtaining on time debtors' payments.
- Handling cash flow analysis, Accounts Receivables/Payable
- Accountable in maintaining all acquired advance deposits and balancing the same to the General Ledger during month end. Passing monthly journal entry for prepaid expenditures.
- Keeping vehicle insurance files and conducting follow on insurance renewals.
- Preparing SRV's manually and in the systems; tracking GRN and attaching respective LPO's.
- Facilitating reconciliation of petty cash and creditors accounts against in collaboration with material executive including the raw materials and other materials used for production
- Administering the preparation of daily/monthly material stock & raw materials, PDC collection report and the over 180 day payment outstanding report.
- Coordinating with Production and sales coordinator to check finished goods.
- Managing the serial number of GRN and maintaining documents of material receipts, suppliers' DO/LPO.

### IT Skills

*Software Package* : PACT, Tally-6.3 / 7.2, MS Office, C, Java  
*Operating System* : Dos, Windows 98/2000, ME & XP  
 Completed Comptia A+ Certification

### Personal Details

Nationality : Indian  
 Date of Birth : 15<sup>th</sup> August 1979  
 Marital Status : Married  
 Visa Status : Spouse Visa  
 Languages : English, Malayalam & Hindi

### References

Available up on Request