



DEEPTHY MANOJ

SHARJAH, U.A.E

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Professional Summary

Accounting professional with over 15 years of diverse sector experience in the UAE in all aspects of Finance and Accounting. Experience with a number of accounting packages including Tally and Analyst. Extensive experience in the construction industry.

Skills

Self-motivation, Integrity, ability to reflect on one's own work as well as the wider consequences of financial decisions, business acumen and interest, organizational skills and ability to manage deadlines, team working ability, communication and interpersonal skills, proficiency in IT, analytical ability, a methodical approach and problem-solving skills, good level of numeracy.

Work History

U.A.E Experience:

- Sep.20,2013 to June 30, 2019 - Moderna Building Contracting LLC, Sharjah, UAE.

Established in 2008, Moderna is one of the leading construction companies in Sharjah. The company has undertaken projects with built-up space of half-a-million square feet and is in the process of expanding operations through new contracts awarded recently.

Position held: **Accountant**

Reporting to Finance Controller, key responsibilities include:

- Verification of Supplier and Subcontractor Invoices with Stores Receipt Voucher and Supplier Delivery note for quantity received, with acknowledgement from Site in Charges/ Stores in Charge. Verification of rates in supplier invoice with LPO with approvals.
- Daily updating of VAT input and output register based on supplier & subcontractor's bills and revenue invoices and checking the accuracy of VAT calculation.
- Updating of monthly provision for Gratuity, Leave salary and Air Fare for staff and labours individually and passing necessary entries in each month.

- Maintained fixed asset detail; including adding assets, transferring CIP accounts to active and disposing of assets when needed.
- Allocation of Provision entries to Project site, maintaining the advance account of each employee accurately.
- Reconciliation of supplier cash, Bank and Sub Contractor accounts with their accounts statements, timely processing for Vendors and Subcontractors payments.
- Responsible for distributing financial statements and cost centre reports, distributes monthly comparison reports and cost centre reports according to schedules and closely maintains and monitors the fixed assets system.
- Prepares financial statements and other reports to summarize and interpret current and projected company financial position.
- Secures financial information by completing database backups, Protects organization's value by keeping information confidential.
- Responsible for knowing critical functions within the department and capable of monitoring and assisting employees within the department, Utilize teamwork to develop departmental synergy and monitors compliance with generally accepted accounting principles and company procedures.

➤ **June 1, 2011, to Sept.10, 2013 - Ocean King Survey Services Fzc (Saif Zone)**

Ocean king Survey Services FZC (OSS) is an organization dedicated for providing top class professional services to the marine industry, specialized in undertaking various kinds of offshore construction supporting services of Geophysical and Geotechnical survey activities with an annual turnover of USD 80 million and a staff strength of 150.(www.oceanking.ae)

Position held: **Accountant**

Reporting to DGM-Accounts, key responsibilities included:

Fund Management, Credit control, Preparation of fund flow, preparation of daily report on fund position, Forex dealing, Liaisoning with Bank, Maintenance of Asset Registers, Vendor bill processing. Preparation of project wise profitability statement, Payroll, assisting in budgetary control system and working capital management, Bank and Cash reconciliation, finalization of books of accounts and preparation of Balance sheet.

➤ **October 28, 2009 to May 31, 2011 : Petrofab International FZC in Saif Zone**

One of the leading manufacturing and assembly of steel fabrication products with blasting and painting, was incorporated on March 17, 2004 as a Free Zone Company

Position Held : Accountant

Reporting the Head of Finance, major responsibilities included:

Preparation of Financial Statements and regular reports such as daily position, outstanding receivable and payables,, Assisting Finalization of accounts, Cash Flow Statements, Bank Reconciliation Statements, Follow up for Receivables, Credit control, Control of Payables, Preparation of provisions of leave salary, gratuity and ticket fare, working of sales commission and other employee benefits. Pay roll, Liaison with auditors, preparing monthly financial reports for

management purposes, Handling Bank facilities TR, LBD and Overdraft facilities, Reconciling inter-branch accounts and monitoring branch records.

➤ **June 2003 to October 15, 2009 : Chennai Tech Steel Fabrication LLC, Sharjah.**

Chennai tech is a fabrication company with the capability to design, manufacture and install steel works for Industrial & Building industry, established in 2004.

Position Held: **Accountant cum Administrator**

Key responsibilities included:

Maintenance of manual entries in sales & purchase register, Correspondence, Maintaining office records, Filing , Follow up with customers for payment, Dealing with customers, Maintenance of Books of accounts and finalization (Both computerized & manual), Preparation of Outstanding receivable and payable, Cash handling, Calling for quotations and rate comparison, Organizing for advertisements, identifying customers needs and ensure customer satisfaction, Preparing payrolls, Receivables follow up and other Administrative jobs.

Education

Bachelor of Commerce, University of Kerala

Post Graduate Diploma in Computer Applications

Diploma in Data Entry and Console Operations

Other Training/Skills:

- **Tally** accounting package
- **Analyst** accounting package
- Typing 50 words per minute

Personal Information

Nationality : Indian
Visa Status : Dependent Spouse Visa
Languages : English, Hindi, Tamil and Malayalam

Valid U.A.E Driving License

KEY PERSONAL ATTRIBUTES

- Strong decision making and problem-solving skills
- Strategic thinker, team player
- Quick Learner, keen interest in taking up challenging tasks and working on tight deadlines
- Excellent interpersonal and negotiating skills
- Excellent business and commercial acumen, out of the box thinker