

## **MAJEESH.T.UTHUPPAN**

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### **Majeesh T Uthuppan**

THEKKEPARAMBIL (H)  
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#### **PERSONAL DETAILS**

Father's Name : T.S Uthuppan  
Date of Birth : 07- Aug- 1989  
Sex : Male  
Nationality : Indian  
Religion : Christian  
Marital Status : Single

#### **Languages Know :**

English, Hindi and Malayalam

#### **Passport details:**

Date of Expiry : 25 Nov 2020  
Passport No. : J0907994

#### **Driving License :**

Valid Indian License for LMV

#### **Visa status:**

On Employment Visa

#### **CAREER OBJECTIVE**

I am interested to explore career opportunities in your esteemed organization, and have therefore enclosed my resume for your reference. As my resume indicates, I have more than 7.5 years of experience in Finance & Accounts out of which 4 years in G.C.C with the construction industry. I have a good experience in multi-cultural, multi lingual Office environment with a proven ability to troubleshoot, perform under a minimum amount of supervision, and demonstrate a high degree of initiative and good judgment. And I am sure that I will always be assiduous to my duties. I would like to get one opportunity to demonstrate this through a personal interview with you.

#### **EDUCATIONAL CREDENTIALS**

- **Bachelor in Business Administration**  
University of MG , Kerala , India – 2011
- **Pre University Course / +2**  
Kerala Higher Secondary Board – 2007
- **Secondary School Leaving Certificate /SSLC**  
Kerala Education Board – 2005

#### **PROFESSIONAL TRAINNING**

- **G-TEC COMPUTER EDUCATION, Kottayam,kerala,India**  
**Course:** Diploma In Financial Accounting (DFA)

#### **TECHNICAL KNOWLEDGE**

MS Office, Tally ERP 9, ORACLE, ERP

## **WORK EXPERIENCE**

**Company Name** : Shafa Al Nahdah Building Contracting LLC  
**Location** : Dubai, UAE  
**Designation** : Accounts & Admin Officer  
**From** : 03<sup>rd</sup> December 2016 – Till continuing

### **Job Profile:**

- Receiving and processing all invoices, expense forms and requests for payment.
- Cash Reconciliation Statement (Inward & Outward Statement).
- Vender Reconciliation Statement.
- Record of Charges and Refunds.
- Submission of documents and creating Transmittals and Tracking the pending documents.
- Maintain Ledger for purchase.
- Month-end closing processes.
- Bank Reconciliation & ledger Account Reconciliation.
- Handling day to day Accounts.
- Making outstanding detail & follow- up.
- General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.
- Petty Cash Management & Cash book Reconciliation.
- Pre-audits, verifies, and processes employee expense claims according to rules and regulations.
- Preparation of cash flow and other finance reports.
- Preparing documents and assist in External Audit.
- Prepared payroll deductions, computed adjustments and reconciled various benefit deductions.
- Preparing data for VAT return filing.
- Preparing bank documents (Facility renewal, Bank guarantee, Performance Guarantee.)
- Administration & organization of documents such as engineering proposals/project details in accordance with site policies and procedures.
- Audited daily and hourly time sheets each week for correct data and wage processing.
- Coordinates with HR Department regarding arrangement of transportation vehicles, schedules and workers concerned.
- Assist in determining document management policies in line with ISO Certification manual of the company.
- Comply with provisions of ISO quality manual for document controlling activities
- Every Employee is responsible for both; his/her own safety and the safety of others.
- Observe Company's HSE rules and regulations in accordance ISO standards followed by company
- Develop and configure document management system features such as user interfaces, access profiles, and document work flow procedure.
- Maintained the up keep of all incoming and outgoing employee verifications, unemployment worksheets, and termination letters to agencies.

- Assisted payroll manager with processing timecards and paychecks, including sorting all timesheets and verifying complete information for all fields.
- Communicated with employees on a daily basis to answer questions regarding payroll, benefits, accruals, retirement accounts, FMLA claims, disability claims and other HR related issues.

**Company Name** : BGM Electromechanical L L C  
**Location** : Dubai, UAE  
**Designation** : Accountant  
**From** : 17th June 2015 – 29<sup>th</sup> September 2016

**Job Profile:**

- General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.
- Responding to and dealing with Suppliers communication by email and telephone
- Preparing Invoices and follow up to client for Payment received
- Bank transactions - payments, receipts and monthly bank reconciliation of bank book with bank statements
- Handling of cash, cash book and physical verification of cash
- Intercompany group account reconciliations.
- Assisted payroll manager with processing timecards and paychecks, including sorting all timesheets and verifying complete information for all fields and Handling Salary & WPS Process.
- Preparing all vouchers, purchase, sales invoices & the upkeep of an accurate accounts filing systems.
- Preparing reports and supporting documents to meet organizations various timely demands.
- Conducting the financial audit, Internal and Statutory audit.
- Raising Debit notes & Credit notes
- Making outstanding detail & follow- up
- Balance sheet accounts reviews and reconciliations
- Profit and loss (P&L) analysis
- Balance sheet accounts reviews and reconciliations

**Company Name** : LEE Associates  
**Location** : Kottayam, Kerala, India  
**Designation** : Accountant  
**From** : 05th May 2014 to 31st October 2014

**Job Profile:**

- Maintain cash transaction & preparing petty cash book.
- Preparation and Maintenance of Stock Inventory records.
- Posting entries in Tally ERP 9, like day to day accounts, vouchers, registers and ledgers.
- Preparing Bank reconciliation Statement.

- Maintain day to day books of Accounts in Tally.
- Prepare reports on accounts payable and accounts receivable.
- Maintain Bank reconciliation Statement and Reconciliation of Debtors & Creditors
- Calculation Sale Tax, Service Tax & Tds Preparation computation Input & Output Tax Return.

**Company Name : Freezfast Foods (Pvt) Ltd (A branch of Lazza, Skei & Uncle john)**

**Location** : Kochi, Kerala, India

**Designation** : Accountant

**From** : 17th Aug 2011 to 31st Jan 2014

**Job Profile:**

- Maintain day to day books of Accounts
- Preparing all vouchers, purchase, sales invoices & the upkeep of an accurate accounts filing systems.
- Intercompany group account reconciliations.
- TDS (Remittance and Quarterly Returns)
- Sales tax (Remittance and Returns)
- Service tax (Remittance and Half yearly Return)
- C S T (Remittance, Returns and "C" form issue)
- Preparing reports and supporting documents to meet organizations various timely demands.
- Conducting the financial audit, Internal and Statutory audit.
- Raising Debit notes & Credit notes
- Stock maintenance
- Experienced in preparation of monthly Bank Reconciliation statement
- Debtor and purchase ledger reconciliation.
- Raising accounts receivable and payable invoices.
- Prepare Muster roll and Wages Sheet
- Submit monthly reports regarding the expenses and cash book balances.

**DECLARATION**

I hereby and belief. If given a chance, I assure that I will work with sincerely and to satisfaction of my superior. Declare that all the details that are furnished above are true and correct to the best of my knowledge.

**Place : Dubai**

**Majeesh TU**

**Date :**