

CURRICULUM VITAE

SHABIN CHOZHİYATTEL

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CAREER OBJECTIVE

Looking forward for an organization that offers a challenging, stimulating learning, environment to work in and provide scope for individual & organization development, which offers attractive prospects for long term development and career growth. Since 1998, I have been working in India & abroad, I have gained and diversified professional experience in various work areas, including:

- **Chief Accountant / Sr. Accountant**
- **Audit assistant**
- **Financial Executive**

Educational Qualification:

- Academic : (a) B.COM (University of Calicut).
(b) C.A. Article ship
- Professional : (a) Diploma In computer Application
(MS Office 97/2000/XP, Word, Excel .Ms Access, Power Point)
(b) Accounting Package (ERP, Tally & Peachtree)

Work Experience: (12 Years)

- **Company : Horizon Printing Industries FZ-LLC, Dubai**
Profile: One of the Famous Printing Press in U A E.
Designation held: Presently working as a Chief Accountant since Sep-2008.
- **Company : Rover Logistic Freight LLC, Dubai ,UAE**
Profile: One of the leading freight forwarding Company in UAE.
Designation held: Worked as a Chief Accountant from April 2005 to Sep-2008
- **Company: CK ANANDA NARAYANAN FCA & CO.**
(A REPUTED CHARTERED ACCOUNTANTS OFFICE IN CHAVAKKAD. KERALA)
Profile: A reputed chartered Accountants office in Kerala (India)
Designation held: Worked as C.A –Articled Clerk/ Sales Tax practitioner from Aug-98 to Aug-2004

JOB RESPONSIBILITIES:

- As a chief accountant, allocating the duties to subordinate and proper coordination of work responsibilities
- Payment approval – cash, cheque and bank transfer
- Proper checking of customer invoices and final disbursement A/C
- Approval and checking of vendor invoices
- Checking of trial balance & day book
- Checking of cash flow and bank transaction on daily basis
- Bank reconciliation and cash tally
- Payroll finalization and approval
- Preparation of profit & loss A/c and balance sheet
- Analysis of final account and comparison study
- Preparation of budget and forecast
- Reporting the final account to the head office, regional and corporate office
- Timely reporting of the information requested from the above offices
- Timely reporting of the business statistics to the unit operation managers
- Studying the accounts and reporting the cost control system to the general manager and implementing the required action for the smooth financial processes.
- Final audit attending and submission of reports to auditors

PERSONAL DATA :

Age & date of birth	:	33 – 15 th may 1977
Nationality	:	Indian
Religion	:	Hindu
Sex	:	Male
Marital status	:	Married
Visa status	:	Employment
Language known	:	English, Hindi & Malayalam
Hobbies	:	Reading, Traveling, & Music

PASSPORT DETAILS:

Passport no : F 0385767
Date of Issue : 02.09.2004
Date of expiry : 01.09.2014

PERSONAL STRENGTH

- ❖ Self motivated and good ethics in Nature
- ❖ Pleasant communication skills
- ❖ Keeps courteousness towards everyone
- ❖ Adjust with any work environment
- ❖ Sincere, honest and dutiful
- ❖ Dedicated to hard work

DECLARATION:

I hereby affirm that, I have exposed and experienced in above stated careers. During my career I fulfilled my duties with clear and conscious mind onto the uttermost sincerity to my employers till the day.

SHABIN CHOZHIYATTEL