



## SENIOR ACCOUNTANT

<b>NAME</b>	SHYNI MATHEW
<b>QUALIFICATION</b>	MASTERS IN COMMERCE.
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### PROFESSIONAL SUMMARY

Results-oriented Accountant with 6 years of experience in managing financial transactions, preparing detailed reports, and maintaining accurate records. Skilled in budget preparation, cost analysis, and financial forecasting. Known for strong analytical skills, attention to detail, and a commitment to ensuring regulatory compliance and financial accuracy.

### SKILLS & EXPERTISE

- Better understanding of IFRS, which is crucial for financial reporting.
- Knowledge of UAE VAT laws and experience in VAT reporting and compliance, including filing VAT returns.
- Proficiency in managing and reconciling general ledger accounts.
- Experience with accounting software in Sage, Xero, QuickBooks.
- Experience with internal and external audits and the ability to implement effective internal controls.
- Skills in developing budgets and forecasts, and analyzing financial performance.
- Familiarity with UAE financial regulations and compliance requirements.
- Ability to lead and mentor accounting teams, manage departmental activities, and drive team performance.
- Strong analytical skills and the ability to address complex accounting issues.
- Effective communication skills for interacting with senior management and regulatory bodies.
- Ability to handle multiple tasks and meet deadlines efficiently.
- Understanding and respecting the diverse cultural and business practices in the UAE.
- Understanding of industry-specific accounting standards and regulations.
- Knowledge of current financial trends, best practices, and emerging technologies in accounting.

### PROFESSIONAL EXPERIENCE:

#### SENIOR ACCOUNTANT

**Dec 2018 – Present**

Spartan FZE, Sharjah, United Arab Emirates.

#### Accounts Payable

- Managed the end-to-end accounts payable process for a multi-division company, ensuring timely and accurate processing of invoices, payments, and expense reports across five divisions.
- Supervised the receipt, verification, and processing of invoices from vendors, ensuring compliance with company policies and UAE regulations. Conducted regular reconciliations to match invoices with purchase orders and delivery receipts.

- Maintained and updated vendor records, managed relationships, and resolved any payment discrepancies or issues. Ensured all vendor accounts were up-to-date and accurate.
- Coordinated and executed timely payments to vendors through various methods including bank transfers, cheques, and electronic payment systems. Monitored payment schedules to optimize cash flow and take advantage of early payment discounts.
- Ensured compliance with UAE VAT regulations and other relevant financial guidelines. Prepared and reviewed VAT reports, ensuring accurate and timely submission. Generated detailed accounts payable reports for management review.
- Implemented and monitored internal controls to safeguard against fraud and ensure accuracy in financial reporting. Supported internal and external audits by providing necessary documentation and addressing any audit findings.
- Identified and implemented process improvements to enhance the efficiency of the accounts payable function. Streamlined invoice approval workflows and adopted automation tools to reduce processing times and errors.
- Collaborated with various departments and divisions to address and resolve invoicing and payment issues. Provided support to divisional managers regarding accounts payable queries and financial matters.
- Managed the preparation and submission of VAT returns, ensuring compliance with UAE VAT regulations and accurate reporting of VAT liabilities and recoveries.
- Performed internal audits to review VAT transactions and ensure proper documentation and compliance with VAT regulations.
- Stayed up to date with changes in VAT legislation and incorporated updates into the VAT filing process to ensure ongoing compliance.
- Conducted comprehensive reconciliations of physical inventory with accounting records during stock takes to ensure accuracy and identify discrepancies.
- Analyzed and reported stock take results, providing detailed financial insights and variance analysis to management for informed decision-making.
- Investigated and resolved discrepancies between physical stock counts and accounting records, implementing corrective measures to improve inventory accuracy.

### **Accounts Receivable**

- Reconcile the ledger for accounts receivable to make sure that all payments are recorded and posted correctly.
- Reconcile the ledger for accounts receivable to make sure that all payments are recorded and posted correctly.
- Check discrepancies and fix client billing problems.
- Facilitate payment of invoices due by sending reminders and contacting clients.
- Check that the daily collections—cash, current cheques, foreign currency, TT, and PDC—are accurately recorded in the books.
- Creating an ageing report to get a fair view of company's receivables.
- Recording and reporting the company's other income.
- Daily cash collection from salespeople

- Submitting any bad debts and customer cheque returns to the AR Control Department.
- Creating and Updating Customers records with proper documentation.

### **Cash Flow Management/Planning**

- Monitor cash flow, manage banking relationships, and ensure adequate liquidity
- Preparing Cash Flow on Daily Basis, updating the Bank Balances, clearing the Customers and Suppliers Payments Cleared from Bank.
- Upcoming Supplier Payments after Supplier Ageing Review and Supplier Payment Plan and Customer Cheque's Received are updated in Cashflow Sheet.
- PDC Cheque Issued to Supplier and PDC Cheque Received from Customer also updated in Cashflow Sheet and added to Balances as per Date of Issue of Cheque.
- All Monthly Charges Auto Debited by Bank in different dates are being Tracked and been updated in Cash Flow.
- TR (Trust Receipt Loan) List is being updated with TR Details and Due Dates. TR Limit Available are used for Import Supplier Payments.
- Cash Flow and TR List Shared with Management for Review and get Approval to do Inter Bank Transfers of Funds as per Availability.
- Co-ordinate with Bank, for TR Due Date Extensions, TR Loan processing follow ups, any unknown charges debited by bank, and any other Banking updates.

### **ACCOUNTS EXECUTIVE**

**Nov 2017 – Oct 2018**

Vadera and Co (CA Firm), Vadodara, Gujarat, India.

### **Client Project Management**

- **The Nordic Collection (Denmark)** – Bills and Payments Posting for Vouchers Submitted. Bank Reconciliation with Report Submission to Client.
- **Dr. Abdul Mohammad (Kuwait)** – Cash Inflow and Outflow on Daily Basis and Cash Balance Report on Monthly Basis Submission to Client.
- **Altrua Partners (United States)** – Bank Reconciliation of 13 Banks on Daily Basis by Directly Debiting the Expenses and Submission of Bank Reconciliation Report on Monthly Basis.
- **Ada and Darcy Trading Company (Australia)** – Payroll Processing of the Staff based on Attendance Report and Sending the Staff Payslips to Client.
- **Etoile Ltd (United Kingdom)** – Expense and Income recording and sending Profit and Loss Statement to Client.
- **Flex Tech Inc (United States)** – Manage Accounts Payable and Receivable task of the Client. Processing Purchase Orders, Receipts and Invoice in Software. Posting Non-Inventory Expense and updating the Details in Smartsheet Accessed to Clients as well. Solving Customer and Supplier Queries in Smartsheet. Review Vendor and Customer Payments, request SOA from Vendor and sending Customer Statements twice in Month. Preparing Ageing and Posting of POD (Proof of Delivery). ACH Information Update Based on Details provided by Supplier.

## ACADEMIC CREDENTIALS

YEAR	INSTITUTE	QUALIFICATION
2017	The Maharaja Sayajirao University of Baroda	Master of Commerce
2015	The Maharaja Sayajirao University of Baroda	Bachelor of Commerce
2012	Basil School, Vadodara	HSC
2010	Basil School, Vadodara	SSC

## PERSONAL INFORMATION

Date of Birth: 06<sup>th</sup> March 1994  
Nationality: Indian  
Marital Status: Married  
Passport No: N6061872  
Visa Status: Employment Visa  
Interests: Cooking, Plantation,  
Languages Known: English, Hindi, Gujarati, Malayalam.  
UAE Driving License: Yes

I, hereby certify that the Information furnished above is true to the best of my Knowledge and belief.