

## SUSHAJ K.P

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### Career Objective

A Finance and Accounting professional with 10 years of experience seeking opportunity in an organization, where I can utilize my skills and experience to contribute to the organisational growth and pursue my career goals along with it.

### Professional Eexperience

#### Finance Manager – Delwan Projects Pvt. Ltd., Kanhangad (Dec 2020 Onwards)

##### Key Responsibilities :

- Managing the entire Finance Department of the Organization.
- Co-ordinate with accountants of all units regarding accounting and other related matters.
- Report directly to the MD and prepare periodical reports for monitoring performance and growth.
- Working closely with external stakeholders, viz. Travel Agents, Auditors, Bankers and other Consultants.
- Review day to day bookkeeping in Tally ERP.

#### Accounts executive - On Board Express Shipping LLC (LIFCO Group), Dubai (Apr 2019 – Sept 2020)

##### Key Responsibilities :

- Handle the entire accounting profile for the Courier and Shipping business.
- Coordinate with global carriers like UPS, Aramex, DHL regarding billing and other related matters.
- Report directly to the group CFO and prepare periodical reports for monitoring performance and growth.
- Regular monitoring of customers outstanding and effective follow-up to ensure uninterrupted cash flow.
- Working closely with Sales and Operations team and ensure deliverance of quality services to all clients.
- Ensure billing cycle is maintained on a monthly basis and timely generation of invoices for Courier, Land, Air and Sea freight shipments.

#### Accounts Manager - Malabar Ocean Front Resort and Spa, Kasaragod, Kerala (Nov 2016- June 2018)

##### Key Responsibilities :

- Provide periodical performance reports.
- Identify gaps in operating procedures with SOP and implement remedial actions.
- Co-ordinate with the night audit team to ensure proper revenue reporting.
- Forecasting cash payments and anticipating challenges arising from liquidity crunch.
- Maintain banking relationships and negotiations.
- Reviewing accounting in Tally ERP.
- Verifying the billing through ERP Software from Front Office, Restaurant, Antique Store and Spa.
- Processing payments to suppliers.
- Periodical statutory compliance.
- Providing staff training in accounts, finance, internal controls, payroll and related domains.

## **Audit Assistant - Sankar and Moorthy Chartered Accountants, Kochi, Kerala (Jul 2013 - Aug 2016)**

### **Key Responsibilities :**

- Carried out accounting and statutory compliance for various clients.
- Analyze financial statements, discuss and confirm disclosure requirements.
- Carried out Internal as well as External audits of organizations from various industries.
- Experienced in the consolidation process and audit of financial statements of financial institutions like KSFE Limited, Conflux Chits Pvt. Ltd.
- Thorough knowledge in the operations as well as statutory compliances of Film distribution business.
- Insightful experience in audit of Public Limited Companies, Banks, Public Sector Undertakings, Financial Institutions and other commercial establishments.
- Experienced in compliance of VAT, Income Tax, PF and ESI of various business entities.
- Experienced in SEBI compliance for Listed Companies, Limited Review etc.

## **Accountant – Kottanchery Enterprises, Kannur, Kerala (Oct 2011 – Dec 2012)**

### **Key Responsibilities :**

- Collect, categorize, calculate, verify and enter data to maintain accurate records.
- Support with tax filings and month end closure process and carry out bank reconciliation.
- Prepare and process vendor payments in an accurate and timely manner.
- Matching advertising orders and invoices with input services and debtors.
- Managing A/P and A/R accounting and deal with vendors and customers.

## **Academic Qualifications**

- Pursuing **CPA (USA)** – Miles Education, Cochin
- **Bachelor of Commerce** - Kannur University, Kerala (2008-2011)
- **Plus 2– Commerce Stream** - Government Vocational Higher Secondary School, Kadirur (2006-2008)

## **Technical Skills**

- Well versed in MS Office Suite and Accounting Packages viz. Tally ERP.9 Package, Winman CA ERP.
- Completed Information Technology Training program conducted by Institute of Chartered Accountants of India.
- Successfully completed Desk Top Publishing Course.

## **Personal Profile**

Passport No. & Expiry	:	J8757753, 09/08/2021
Age & Date of Birth	:	30 years, 09 <sup>th</sup> May 1991
Father's Name	:	Suresh Babu P. K
Nationality	:	Indian
Marital Status	:	Single
Languages known	:	Malayalam, English, Hindi & Tamil

## **Reference**

Available upon request.