SHAJI A. KUNIYIL

AKSHAYA, KAYALODE, MAMBARAM,

 KERALA - 670 741, INDIA

**+91 8129676842 / 8547383986**, ayiniyatt@yahoo.com

**PROFESSIONAL SUMMARY:** Forward-thinking “**Accounts & Finance**” professional with proven record of accomplishment in various industries during **20 years’** career. Driven and ambitious change manager dedicated to continuous business improvement focused on enhancing revenue and streamlining business operations. Dedicated to profit maximization through multi-faceted financial approaches.

**SKILLS: =>** Well knowledge to operate all computer operating systems such as **Windows, MS Dos** and **UNIX**.

 => Good experience in MS Office packages like **Word, Excel, PowerPoint, Outlook**, etc.

=> Had experience with accounting packages such as “**Tally ERP 9**”, **SAGE X3, DacEasy** & “**FA**”.

=> Learned and did accounting computer package (ERP) “**Deltek – Cost Point**” with limited modules & **SAGE X3 ERP** Online.

=> Well knowledge of **internet** usages, social media networks, etc.

**WORK HISTORY**

**SKA GROUP INTERNATIONAL, Mogadishu, Somalia**

*Finance Executive**Apr 2017 to 02 June 2019*

Company is working inside MIA (Mogadishu International Airport-Green zone – UN support services), Mogadishu, Somalia. Business operations are Logistics, Fuel Sales, Accommodation, DFAC, Air Operations, Transportation, Events & Catering, Automobile vehicle sales – Toyota, vehicle repairs & services, FMCG services.

* I handled job functions related to above businesses in Accounts & Finance division.
* **SAGE X3 ERP** online used for accounting records.

*Due to company cost cutting measures lost my job.*

**GHARBIA ENTERPRISES EST., Muscat / Salalah, Oman**

*Accountant – Senior Mar 2014 – Mar 2017*

 A construction company doing electrical, mechanical and building constructions in Oman. I handled Construction, Concrete Ready mix and concrete block production company accounts.

* Prepare, examine or analyse accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting in procedural standards.
* Independently and full responsibly to do daily accounting & finance functions, Sales and administration activities for Concrete Ready Mix & block manufacturing business & accounts finalization.
* Develop, implement, modify and document record keeping in **Tally ERP 9** accounting system, making use of current computer technology.

**CONTRACK INTERNATIONAL INC., Kabul, Afghanistan**

*Accountant Jul 2011 – Dec, 2013*

This is construction, operation & maintenance of buildings’ MNC Company (ANA/APA).

* Main duties are to work at their billing division to produce monthly invoices (Fixed and Cost-reimbursable invoices) and to submit main contractors (ITT).
* Responsible to supervise more than 11 Afghan National Staff to guide billing preparations and procedures.

**SKA-ARABIA AIR & LOGISTICS (**Skylink**), Baghdad, Iraq & Dubai, UAE**

*Accounts Executive Nov 2006 – Dec, 2010*

Full responsibility to control financial & accounting works related to Air charter services provided to a huge US army contractor and other commercial flights.

* Air charter invoicing (*with different air charter terms and invoicing calculations)*, accounting, necessary reports and statements preparation, air craft “Lesser” (vendors) payment follow-ups, collection follow-ups, continuous relationship with Air Operation department and officers, support and help in their day to day activities.
* Sales invoice entries in “**Deltek-Cost Point**” accounting package. Weekly air charter usage sales invoices to a US army contractor (KBR) and communicate point of contacts and pass invoices through “Finance & Accounting Division” after their verification and clearing process.
* Air charter Landing, Handling, Navigation & parking receipts to verify, control and invoicing to clients.

**AGS –AECOM (GSS), Bagram Air Base, Afghanistan**

*Budget Analyst Jun 2005 –Oct, 2006*

Contracting company directly under the control of **US army** doing the business of building, maintenance and repairs of army vehicles and weapons.

* Cash Disbursements & documentation, purchase related follow-ups (Requisition, order and execution), and wire transfer requests for vendor payments, employee banking jobs, other bank transactions, payroll execution for LN, US, TCN employees, material tracking, etc.
* Financial records keeping, employee payroll preparation supporting, expenses tracking, etc.

**HAFEZ ELSAYED ELBARBARY CO. LTD., Khartoum, Sudan**

*Accountant Jun 2004 – Apr, 2005*

Company was authorised dealers of automobiles (Hyundai), electronics, building materials, oil & related products, paper & stationery in Sudan.

* Stock control of Electronics items, building materials and paper materials which were in Arabic language to convert in English. Later did accounting jobs related with the same trading business. Did stock verification in every 3 months and yearly.
* Used “AccPac” accounting package in accounts department and had a little knowledge of this. Also prepared some financial statements and reports related with the business.

**AAL JAFAR TRADING COMPANY *LLC.,* Dubai, UAE**

*Assistant Accountant Jan1997 – Mar, 1998*

Trading Company of Electronics and Photographic materials at old Al Karama location.

* Daily accounting of sales and purchases, issue sales invoices, petty cash transactions, bank transactions and stock controls.
* Accounting package used “DacEasy” and generates monthly financial statements and reports.

**IN INDIA JOBS (Home country):**

**1. Bombay Pesticides Corporation Mumbai, India**

*Accountant 2000 – 2003*

**2. Real Value Marketing Services Ltd. (*Ceasefire*) Mumbai, India**

*Branch Accountant /Commercial Officer 1998 – 2000*

**3. Vadilal Milk Products Pvt. Ltd. (RSD) Mumbai, India**

*Accounts Assistant 1996 – 1997*

**EDUCATION**

B.E.M.P HIGH SCHOOL Tellicherry, Kerala

*High School, March 1987* Matriculation (S.S.C) passed with 1st Class (65% marks)

UNIVERSITY OF CALICUT Calicut, Kerala

*Pre-Degree, March 1989* Intermediate passed with 48% marks, subject Economics

UNIVERSITY OF CALICUT Calicut, Kerala

*B. Com Degree, Sep 1992* Degree qualified with 49% Marks

**TECHNICAL QUALIFICATIONS**

Board of Technical Examinations, Kerala*Typewriting English Lower (30 wpm) - 1992*

Chips & Bits Computer Institute, KeralaComputer Diploma course - 1992 with ‘A’ grade.

**PERSONAL INFORMATION**

DATE OF BIRTH : 12th December, 1971

GENDER  **:** Male

MARITAL STATUS : Married & 2 children

PASSPORT DETAILS: *Number*: **R7367092;** *Date of Issue*: **09/02/2018**

*Expiry:* **08/02/2028;** *Place of Issue:* **Kozhikode**, India

DRIVING LICENSE: *No*: **58/1213/2009 (India) –** Light Vehicle (4/2 wheelers) -India

*Valid from:* **07/02/2009;** V*alid to:* **12/12/2021**

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[**https://www.linkedin.com/in/shaji-a-k-1b632189/**](https://www.linkedin.com/in/shaji-a-k-1b632189/)

LANGUAGES KNOWN : English - Proficient

 Hindi - Proficient

 Malayalam - Mother Tongue

 Tamil - Good to speak

 Arabic - Basic communication

SALARY DRAWN **:** US$ 1500.00 & Other Benefits, 6 months’ rotation with 25 days leave.

(Free Accommodation, Food, Laundry, Transport, Medical, Insurance coverage, Leave Salary, Airfare, etc.)

SALARY EXPECTATION : Negotiable

TIME TO JOIN  **:** Immediately.