

CURRICULUM VITAE

SUDHIR SHETTY



Personal Data

Permanent Address:

“SAMRUDDHI” D. No: 1-116/5,
Maruthi Layout, Kunjathbail Post,
Mangalore – 575015, Karnataka, India.

Phone:

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E-mail:

Sudhi2903@gmail.com

Date of Birth : 29th March 1979

Gender: Male

Nationality: Indian

Marital Status: Married

Languages Known : English,Hindi,Kannada

Passport No. : M6996905

Place of Issue : Muscat

Date of Issue: 17.08.2015

Date of Expiry : 16.08.2025

Career Objective

To focus and determine professional skills to handle multidisciplinary and professional work with utmost positive attitude and commitment towards par excellence.

Academic Qualifications

2016 MBA in Finance Management from Institute of Basic and Vocational Education (IBVE), Karnataka, India.

Certification

- Diploma in Basic Computers from Karnataka State Electronics Development Corporation Ltd. (KEONICS).

Accounting Software

- Worked With Tally 4.5, 5.4, 6.3, 7.2, 9.0, ERP 9& Quick Dice ERP Solution.
- Well versed with accounting software ERP (Enterprise Resource Planning).
- MS Office

Area of Interest

Finance & Accounts

Accounts Receivables & Payables

Bank Reconciliation

Auditing / MIS & Reporting

Twenty-Two Years of Professional Experiences in the Following:

Experience in India (IX) 1 Year

- Company Name : **Advaith Motors Pvt. Ltd.**
- Job Title : Senior Accountant
- Duration : June 2022 To May 2023

Work Profile:

- Reconciliation of accounts.
- Prepare Monthly MIS Report.
- Prepare Daily Bank Status Report.
- Prepare Monthly VAT Report.
- Prepare Monthly Inventory Report.
- Preparing Bank Payments and Receipts Voucher.
- Preparing Journal Voucher.
- Prepare Debtors Age Analysis.
- Preparing Sales Invoices.
- Handling the Cheques.
- Arrange Local Suppliers Payments as on due date.
- Handling of Petty Cash Transactions.
- Prepare Monthly Salary & Wages Report.
- Prepare Bank Reconciliation Statement
- Finalization of Profit and Loss Account & Balance Sheet.

Experience In Abroad (VIII) 5 Year 1 Months

- Name of Company : **Raisco Contracting Company Limited.**
P.O. Box : 67495, Dammam 31596,
Kingdom of Saudi Arabia.
- Job Title : Finance Manager
- Duration : February 2017 To March 2022

Work Profile:

I) Suppliers Payments:-

- Preparation of Payment Certification of all Suppliers.
- Reconciliation of suppliers account.
- Preparing monthly provisions – Creditors outstanding list.
- Arrange suppliers payments as on due date.
- Prepare confirmation letters to suppliers in case transfer of payment directly through bank.
- Prepare Advance, CDC & PDC cheques.
- Maintain advance payments register and follow up for invoices.

II) Letter of Credit:-

- Preparing LC application, checking terms and conditions as per Work Order or LOI and follow up with banks and beneficiaries.
- Inform Bank in case of any amendments in LC terms i.e. amount, delivery date and negotiation date.
- Checking all documents after receiving the material and get it certified from higher authority and send to beneficiary in order to submit in the bank.
- Prepare payment certification after delivery of materials and certification of invoices.

III) Finalization of Accounts and MIS Report:-

- Preparation of Financials i.e. Comprehensive income Statement, Statement of Cost of sales, Statement of changes in equity and Balance Sheet.
- Preparation of financial schedules.
- Preparation of Cash Flow Statement.
- Transfer all related party's expenses to them and issue debit notes.
- Preparation of statement of creditor's provision and age wise analysis at the end of the year.
- Preparation of statement of provision for doubtful debts at the end of the year.
- Prepare monthly MIS Report.
- Prepare monthly VAT Report.
- Prepare monthly Inventory Report
- Prepare Weekly Sales Report
- Prepare Monthly Bank Reconciliation Statement (BRS).
- Prepare Daily Bank status report.
- Prepare Daily Bank Disbursement report.

IV) Others:-

- Day to Day Bank Transaction monitoring, Checking daily bank balances and follow up with all banks.
- Preparation of Fund flow statement.
- Preparing Sales Invoices.

- Reconciliation of employees advance account and pass appropriate JV in case debit or credit balances in the ledger of ABS and LFG employees.
- Preparing Bank payments and Receipt Voucher and Journal Voucher.
- Preparing Fund Transfer Letters.
- Keeping records of all rental agreements for payment on due date.
- Processing Bank entries in ERP Package (Accounts Module).
- Responsible for calculating of Staff entitlements i.e. Salary, Gratuity, Leave Salary, Final Settlements.
- Supporting Internal and External Auditors.
- Resolve auditors query if any.

Experience In Abroad (VII) 6 Years

- Name of Company : **Hasan Juma Backer Trading & Contracting. Co. LLC**
P.O. Box : 612, Postal Code : 112, Ruwi, Muscat,
Sultanate of Oman. An excellent grade ISO 9001 Civil, Electro
Mechanical Construction Company.
- Job Title : Senior Accountant
- Duration : April 2011 To December 2016

Work Profile:

I) Suppliers Payments:-

- Preparation of Payment Certification of all Suppliers.
- Reconciliation of suppliers account.
- Preparing monthly provisions – Creditors outstanding list.
- Arrange suppliers payments as on due date.
- Prepare confirmation letters to suppliers in case transfer of payment directly through bank.
- Prepare Advance, CDC & PDC cheques.
- Maintain advance payments register and follow up for invoices.

II) Letter of Credit:-

- Preparing LC application, checking terms and conditions as per Work Order or LOI and follow up with banks and beneficiaries.
- Inform Bank in case of any amendments in LC terms i.e. amount, delivery date and negotiation date.
- Checking all documents after receiving the material and get it certified from higher authority and send to beneficiary in order to submit in the bank.
- Prepare payment certification after delivery of materials and certification of invoices.

III) Finalization of Accounts and MIS Report:-

- Preparation of Financials i.e. Comprehensive income Statement, Statement of Cost of sales, Statement of changes in equity and Balance Sheet.
- Preparation of financial schedules.
- Preparation of Cash Flow Statement.
- Transfer all related party's expenses to them and issue debit notes.
- Preparation of statement of creditor's provision and age wise analysis at the end of the year.
- Preparation of statement of provision for doubtful debts at the end of the year.
- Prepare monthly MIS Report.
- Prepare monthly Inventory Report
- Prepare Weekly Sales Report
- Prepare Monthly Bank Reconciliation Statement (BRS).
- Prepare Daily Bank status report.
- Prepare Daily Bank Disbursement report.

IV) Others :-

- Day to Day Bank Transaction monitoring, Checking daily bank balances and follow up with all banks.
- Preparation of Fund flow statement.
- Preparing Sales Invoices
- Reconciliation of employees advance account and pass appropriate JV in case debit or credit balances in the ledger of ABS and LFG employees.
- Preparing Bank payments and Receipt Voucher and Journal Voucher.
- Preparing Fund Transfer Letters.
- Keeping records of all rental agreements for payment on due date.
- Processing Bank entries in ERP Package (Accounts Module).
- Responsible for calculating of Staff entitlements i.e. Salary, Gratuity, Leave Salary, Final Settlements.
- Supporting Internal and External Auditors.
- Resolve auditors query if any.

Experience In Abroad (V) 2 Years

- Name of Company : **Almoayyed International Group**
P O Box : 26259, Manama, Kingdom of Bahrain. An ISO 9001 Certified Company.
- Job Title : Accounts Executive
- Duration : August 2008 To August 2010

Work Profile:

I) Suppliers Payments:-

- Preparation of Payment Certification of all Suppliers.
- Reconciliation of suppliers account.
- Preparing monthly provisions – Creditors outstanding list.
- Arrange suppliers payments as on due date.
- Prepare confirmation letters to suppliers in case transfer of payment directly through bank.
- Prepare Advance, CDC & PDC cheques.
- Maintain advance payments register and follow up for invoices.

II) Finalization of Accounts and MIS Report:-

- Preparation of Financials i.e. Comprehensive income Statement, Statement of Cost of sales, Statement of changes in equity and Balance Sheet.
- Preparation of financial schedules.
- Preparation of Cash Flow Statement.
- Transfer all related party's expenses to them and issue debit notes.
- Preparation of statement of creditor's provision and age wise analysis at the end of the year.
- Preparation of statement of provision for doubtful debts at the end of the year.
- Prepare monthly MIS Report.
- Prepare monthly Inventory Report
- Prepare Weekly Sales Report
- Prepare Monthly Bank Reconciliation Statement (BRS).
- Prepare Daily Bank status report.
- Prepare Daily Bank Disbursement report.

III) Others :-

- Day to Day Bank Transaction monitoring, Checking daily bank balances and follow up with all banks.
- Preparation of Fund flow statement.
- Preparing Sales Invoices
- Reconciliation of employees advance account and pass appropriate JV in case debit or credit balances in the ledger of ABS and LFG employees.
- Preparing Bank payments and Receipt Voucher and Journal Voucher.
- Preparing Fund Transfer Letters.
- Keeping records of all rental agreements for payment on due date.
- Processing Bank entries in ERP Package (Accounts Module).
- Responsible for calculating of Staff entitlements i.e. Salary, Gratuity, Leave Salary, Final Settlements.
- Supporting Internal and External Auditors.
- Resolve auditors query if any.

Experience in India (VI) 5 Months

- Company Name : Advait JCB (Division of Advait Motors Pvt. Ltd.)
- Job Title : Accounts Manager
- Duration : November 2010 To March 2011

Work Profile:

- Reconciliation of accounts.
- Prepare Monthly MIS Report.
- Prepare Daily Bank Status Report.
- Prepare Monthly TDS Filing Report.
- Prepare Monthly Sales Tax Report.
- Prepare Monthly Inventory Report.
- Preparing Bank Payments and Receipts Voucher.
- Preparing Journal Voucher.
- Prepare Debtors Age Analysis.
- Preparing Sales Invoices.
- Handling the Cheques.
- Arrange Local Suppliers Payments as on due date.
- Handling of Petty Cash Transactions.
- Prepare Monthly Salary & Wages Report.
- Prepare Bank Reconciliation Statement
- Finalization of Profit and Loss Account & Balance Sheet.

Experience in India (IV) 1 Years

- Company Name : Mathias Electronics
- Job Title : Accounts Executive
- Duration : June 2007 To July 2008

Experience in India (III) 1 Year 7 Months

- Company Name : Bunt's Alias Nadavara Mathr Sangha (Regd.)
- Job Title : Senior Accountant
- Duration : November 2005 To May 2007

Experience in India (II) 2 Years

- Company Name : Gold Line Data Forms Auditors and Accountant
- Job Title : Chief Accountant
- Duration : November 2003 To October 2005

Experience in India (I) 3 Years 7 Months

- Company of Company : Sujaya D. Alva (**Chartered Accountant**)
- Practicing Accountant Course with CA
- Duration : March 2000 To October 2003

My Strength

- I am keen in acquiring much knowledge in self-development and improvement.
- I am capable to lead and work as a team and ability in my Profession.
- I am highly motivated and target achiever.

Declaration

I hereby declare that the particulars given above are true and complete to the best of my knowledge and belief.

(Sudhir Shetty)