



**AJESH KOLANCHERY**

**Senior Accountant**

**CAREER OBJECTIVE**

To be a part of a healthy and professional work environment, where I can utilize my experience & expertise in such a way that it can help in my personal growth and the overall growth of the organization in the long run.

**CONTACT**

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+971527220288

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ajeshmanappadi@gmail.com

**PERSONAL DETAILS**

Nationality: Indian  
DOB:09/05/1990  
Marital Status: Married  
Visa status : Employment Visa

**SKILLS**

- Resourceful
- Result Oriented
- Time Management
- Complex Problem Solver
- Optimistic and Diligent
- Work Under Pressure
- Meet Strict Deadlines
- Self Oriented
- Quick Learner
- Team Leadership
- Good Listener
- Relationship Building

**EDUCATIONAL PROFILE**

**Master Of Business Administration(Entrepreneurship) – Pursuing (Amity University)**  
**Bachelor Degree in Commerce (2010) –Calicut university**

**TECHNICAL PROFILE**

- MS -OFFICE
- Tally ERP9
- CASMEX

**AREA OF EXPERTISE:**

- Accounts Payables
- Invoicing
- Monthly Reports & Expenses Reconciliations
- Managing Petty Cash
- Compiling for VAT filing
- Generating P & L
- Salary & Time Sheet.
- Preparation of Quotation & LPO
- Client Management
- Team Coordination
- Adherence of SLA's
- Quality Assurance
- Cash Application
- Policy and Process Mapping

**WORK EXPERIENCE**

**AL AHALIA MONEY EXCHANGE BUREAU, ABU DHABI, UAE**

**Senior Accountant** - Since April 2019 - Present  
**Accounts Executive** - Since October 2015 - April 2019  
**Customer Service Executive** - Since October 2012 – September 2015



- Assist in the preparation of the Monthly Report
- Preparation Central bank report(ERF)
- Preparation of Branch wise Profit and loss account.
- Assisting for Vat Filing
- Assisting Internal and external Audit
- Monitors daily bank transactions (cheque payments & online fund transfers) from ADCB-CA, ADCB-RIA accounts for any unrecorded payments and reconciling items. Makes sure that all bank payments should be reconciled and updated in Casmex system on real time basis and discuss immediately with the Finance Manager on any unrecognized payments and critical issues.
- Petty cash payments for Vehicles and Admin expenses and Petty cash liquidation & JV posting- Admin & Vehicles expenses

- Posting JV of all Depreciation Expenses for all Branches  
Posting JV for the Monthly Salary ,leave salary, staff welfare expenses, staff gratuity ,Overtime, Risk allowance
- Reconciliation of all Suppliers Ledgers against Suppliers Monthly SOA  
Maintains the database for all Daily Tally Sheets (DTS) from all Branches and verify any cash shortage/ cash excess if properly reported and if corresponding JV was passed.
- Posting JV for the monthly amortization for all Bank Guarantees, AMCs, Computer & Software Expenses
- Posting JV for accruals of bank charges for local banks and Trans guard collection charges
- Follow-up Tax Invoice from ADCB/ BOB/ NBO for Input VAT reconciliation and JV posting.
- Follow-up Loyalty Stocks Ending Inventory and posting JV for the promotional expense
- CDC & PDC Management-monitoring & updating the Control List and sending daily advise to Funding In-charge
- Accounts Payable Management- effective filing of all cheques payment, Suppliers accounts, answering Suppliers calls and issues.
- Follow-up on time all Suppliers Invoices from Procurement Department and follow-up required documentation from concerned Departments.
- Follow-up Suppliers Contracts, Service Agreements, Insurance Policies and other contracts from Procurement and /or Suppliers for filing and safekeeping with Finance Manager.
- Preparing Cheque Payments Staff Annual Leave Salary, Staff Incentives, Staff Final Settlements, and other staff related payments

#### **Customer Service Executive**

#### **Ahalia Money Exchange & Financial Services Pvt Ltd (Kerala - Kottakkal)**

- Customer service
- Cashier
- Branch supervising
- Marketing
- Assisting Internal Audit

#### **SEMINAR & TRAINING**

- Anti-Money Laundering & Counter-Terrorism Financing From UAE Central Bank (A relevant and practical course tailored to the organization's specific circumstances.)
- Product and money Laundering (Training Program in UAE)
- Training from Ahalia corporate office related to Accounting
- Training from Ahalia corporate office related with Marketing and Customer service
- Corporate Income Tax (CIT) tax Awareness Session

#### **LANGUAGES**

- English
- Hindi
- Tamil
- Malayalam (Mother Tongue)

