

Personal Information

Name and Surname: SYAM MOHAN
Address: Kaniyampampil(House), Madappally P. O,
Changanacherry
Kottayam, Kerala, India, Pin code: 686546
Passport No: L6062150
Date of Birth: 05.06.1990
Phone number: +919544808044
E-mail: syammohan002@gmail.com



Accounts coordinator

Profile
I have a 2 year & 9months experience from AI adrak trading and contracting company LLC, Muscat,Oman as an accounts Coordinator. I have a one year experience in VKG & Associate (Chartered accounts firm) for the position of accounts assistant.

Education

09.2012 - 09.2014 **Mangalam college of Engineering /MG University, Kottayam**
MBA-Finance & Marketing
04.2010 - 04.2012 **Etumanoorappan College /Mg University, Kottayam**
M.Com-Finance
03.2007 - 03.2010 **N.S.S.Hindu College Changanacherry /MG University, Kottayam**
B.com -Taxation

Experience

10.2015 - 08.2018 **AI Adrak Trading and Contracting Company LLC Muscat, Oman**
Accounts coordinator

- Performed accounts payable functions for Plant/Machinery/Vehicle (PMV) expenses.
- Managed vendor accounts.
- Generating weekly on demand cheques.
- Managed financial departments with responsibility for Budgets, Forecasting,
- Accounts Payable and Receivable.
- Ensured compliance with accounting deadlines.
- Liaised with bankers, insurers and solicitors regarding financial transactions.
- Quotation enquiry & negotiation and Local purchase order Prepared

11.2014 - 10.2015 **VKG Associate, Thengana, Changanacherry**
Accounts Assistant

- Managed accounts payable, accounts receivable, and payroll
- Prepared annual company accounts and reports.

Monitored and recorded company expenses.

Career Objective

To get elevated in the field assigned, by exploring my skill and working hard as true to my conscience for the uplift of the Organization as well as my personal growth.

Skills

- Good communication - written and oral skills
- Excellent conceptual and analytical skills
- Effective interpersonal skills

Personality

- Communicative
- Punctuality
- Creativity
- Organized

Languages

English
Hindi
Malayalam
Tamil

Software skills

Tally
Microsoft Excel
Microsoft Word
Microsoft PowerPoint
Microsoft Outlook

Certification

DIFA Diploma in Indian & Foreign Accounting by G-TEC Computer

Reference

1. Mr. Biju K Mamman

PMV ADVISOR

Al Adrak Trading & Contracting Company LLC ,Muscat, Oman

Emai Id: bijumammen@aladrak.com

Mob:+968 95221006

2. Mr.Pradeep Kotary

HR MANAGER

Al Adrak Trading & Contracting Company LLC , Muscat, Oman Emai

Id: kotary@aladrak.com

3. Mr. Ullas P Antony CA

Director

VKG Associate, Thengana, Changanacherry

Emai Id :caullasparackal@gmail.com

Mob:+91 9447125370

Declaration

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

Date : 01/09/2018

Place : Kottayam

SYAM MOHAN

I agree that my personal data will be processed in order to recruit for the position I am applying for.