



Samson Francis

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PROFILE SUMMARY

Professional Level Assignments: 7 Years of experience in Finance, Accounting Operations / Administration with Valid Indian Driving License

- Maintaining & reconciling accounts as well as preparing reports; creating, documenting, and posting complex journal entries; recording various intercompany transactions & cost allocations.
- Adhering to accounting controls by following policies/procedures in compliance with legal and regulatory requirements.
- Reconciling general & subsidiary bank accounts by gathering and balancing information.
- Performing reconciliations of general ledger, fixed asset maintenance, and cash flow control.
- Checking invoices/vouchers, contracts, purchase orders and approval limits.
- Summarizing current financial status by collecting information; preparing the balance sheet, profit & loss statement, and other reports.
- Following up of bills receivables after invoicing to debtors, conducting ageing analysis with an aim to keep receivables under control.

ORGANISATIONAL EXPERIENCE

Aramex Regional.LLC, as Accountant:

Jan '20–Jun'23

Role: South India Regional Office in Cochin to start Shared Service center for Regional accounts for Aramex Regional LLC. (UAE)

- Core team member of UAE-RHQ Regional Accounts – 5th Level in Reports to the CEO
- Recording Credit Card transactions & preparing reconciliation statement on monthly Basis.
- Handling general accounts, receipt entries, refunds and clearing pending cases indifferent GLs.
- Closely work with treasury team to sort out cases with banks on any payment refunds or failure.
- Passing necessary accounting entries like Prepaid, Accrued, Amortization, Fringe Benefits.
- Contact & Follow up with suppliers to make sure that SOAs are been send in accordance with the agreed credit time limit period and make sure the supplier gets their payment without any delay/backlog.
- Support team members every year during budgeting exercise and finalize the reports for being the manager to present the same to the Management.
- Contact different supplier to make sure the employees request is been carried out time to time without any delay. (Hotel Accommodation/ Flights for business trips, Business Cards, Other Procurement within the entity Level)
- Steering activities for timely sending of invoices to the clients and following up for the payment.
- Preparing invoices and monthly finalization of cash customer accounts and payments.
- Intercompany Transactions & Balance confirmation on Collection, BSF & Dividends with different stations within the network monthly and make sure the balance are matching and send the signed FY audit letter to auditor with the confirmed balance at every year end closing.

Muthoot Finance Private Limited as Cashier:

Jun'18 – Dec'19

- Track Transaction on balance sheets and report any discrepancies.
- Handle merchandise returns and exchanges.
- Manage transactions with customers using cash registers.
- Collect payments whether in cash or credit.
- Resolve customer complaints, guide them and provide relevant information.
- Issue receipt, refunds, change or tickets.
- Greet customer when entering or leaving the store.

- Maintain good knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Verified assets and liabilities by comparing items to documentation.
- Trained, coached, and mentored staff to ensure smooth operation in recording and filing the store details for future reference.
- Maintained books of accounts, proper documentation of ledger, invoices, journals & vouchers.
- Supporting the HR in preparation of payroll and process wages and salaries.
- Post various transactions into Quick Books such as payment vouchers, receipt vouchers & sales vouchers.
- Reporting to TOP management (Owners, Branch Manager) directly on daily/weekly/monthly sales, cash deposits and operation in the stores.

Accounts Assistant: Anu Stephen & Company, Kollam, Kerala.**Jun' 15 – May 16**

- Responsible for the day-to-day operations
- Verifying and Cross-Checking Daily Cash in and out.
- Maintain Customer Satisfaction Protocols, clearing the day to complaints.
- Maintained books of accounts, proper documentation of ledger, invoices, journals & vouchers.
- Reporting to TOP management (Owners, Branch Manager) directly on daily/weekly/monthly sales, cash deposits and operation in the stores.

ACADEMIC QUALIFICATIONS

2019 Master of Commerce (**Finance**), Madurai Kamaraj University
2015 Professional Diploma in Computerized Financial Accounting.
2015 Bachelor of Commerce (**Computer Application**), Mahatma Gandhi University
2012 Higher Secondary Exam – 12th

PROFESSIONAL SKILLS

- SAP FICO SAP FIORI & GUI Module (Work Experience)
- Quick Books, ERP (Work Experience)
- Tally ERP9. (Academic Experience and Work Experience)
- MS Word, MS Excel, PowerPoint, and Outlook (Academic & Work Experience)

PERSONAL DETAILS

Date of Birth : 18 November 1994
Nationality : Indian
Marital Status : Single
Linguistics : English, Tamil, Malayalam
Passport No. : N5182266
Driving License : Indian
License Status : Active
Visa Status : Visit Visa
Expires on : 28th December 2023
Permanent Address : Pattam House, Cherikshethra Nagar -168 Kilikolloor P.O Kollam -691004

I **Samson Francis**, do hereby solemnly declare that the above furnished statements are true and best to my knowledge

Date:

Place: