



**SINJU MATHEW JOHN**

**NOUFAL BUILDING,  
AL GHUWAIR  
SHARJAH-U.A.E.**

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**DRIVING LICENSE;**

**Valid INDIA & UAE**

**Career Objective:**

*To enhance my skill-set by working in a challenging and competitive environment while at the same time Contributing to the growth and progress of the organization and to put in best efforts towards mutual growth with a reputed organization*

**.Strengths:**

- *Decision Making*
- *Reliable and responsible work oriented.*
- *Dedicated and commitment, willing to take a challenging roles.*
- *Motivated & determined.*
- *Hard working and confident.*
- *Friendly and pleasing.*
- *Excellent communication.*
- *Time Management*

**Work Experience :**

**1. ADMIN & OPERATIONS OFFICER** in TECH BEAVER MEP Company Dubai (2021 JULY – 2023 MAR)

**Job Profile:**

- Act as the point of contact for all employees.
- Providing administrative support and managing their queries.
- Manage office supplies stock and place orders.
- Prepare regular reports on expenses and office budgets.
- Maintain and update company databases.
- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Update office policies as needed.
- Maintain a company calendar and schedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence.
- Prepare reports and presentations with statistical data, as assigned.
- Arrange travel and accommodations

**2. GENERAL ACCOUNTANT (Accounts Payables)** in THE CREEK GOVERNMENT TRANSACTIONS LLC. Dubai (2019 JULY – 2020 DEC)

**Job Profile**

- Ensure that cash sales entries for Government Services are matching with POS entries by conducting daily, regular checking prior to posting in the system and Posting
- Coordinate with service point cashiers on cases where records do not match for the purpose of reconciling discrepancies; recommends necessary action to line manager in cases of possible fraud and misalignment.
- Monitor, Report and reconcile daily costing activities. Coordinate and escalate discrepancies to the management for appropriate action.
- Ensure Physical documents submitted are matching entries in the system.
- Conduct regular, scheduled cash audits in all service points, maintains audit records, prepare audit reports and recommends actions to management.
- Develop efficient commission & Incentive calculations.
- Contribute (as required) to identify areas of improvement in terms of general accounts processes, use of technology etc. and work to implement any changes
- Support the management in processing accurate and timely year-end reporting.
- Conducting and describing monthly, Quarterly, Yearly management Meeting.

<p><b>Technical Skill:</b></p> <p>DCFA(Diploma in Certified Foreign Accounting MS OFFICE</p> <p><b>Personal Data:</b></p> <p>Date of Birth : 13/05/1985</p> <p>Sex : Male</p> <p>Nationality : Indian</p> <p>Marital Status: Married</p> <p>Languages Known : English, Hindi, Malayalam, Tamil</p> <p><b>Visa Status:</b></p> <p>Sponsored visa (Golden Visa) (valid up to AUG 2033)</p> <p><b>Passport Details:</b></p> <p>Passport No: N 9185789 Place of Issue: Malappuram, Kerala Date of Issue: 05/04/2016 Date of Expiry: 04/04/2026</p> <p><b>Hobbies:</b></p> <p>Playing Cricket, Badminton</p> <p>Reading Business Environment related articles</p> <p>Watching interviews of Economic Market Conditions</p>	<ul style="list-style-type: none"> <li>Develop Clearly auditable processes for the timely bank reconciliations and intercompany reconciliations for government services</li> </ul> <p><b>2. CUSTOMER SERVICE OFFICER/TELLER &amp; FOREX CASHIER</b> in UAE EXCHANGE CENTRE LLC (2012 NOV -2018 JULY)</p> <p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>Keeping a close look on market currency fluctuation and manage booking of key currencies with forex dept.</li> <li>AML compliance scrutiny</li> <li>Hardcore experience in Cash dealings, Foreign Exchange dealings, Remittance Operations.</li> <li>Reconciling of the files</li> <li>Day end report preparation and mailing</li> <li>Keeping a record of daily activities for future references and audit purposes</li> <li>Worked as a second line in Branch Accounts and AML</li> <li>Perform administrative tasks such as filing, generating reports and maintaining mail correspondence.</li> <li>Provide support and information to customers, over the counter and by phone.</li> <li>Maintain a cash float and follows balancing and reconciling procedures.</li> </ul> <p style="text-align: center;"><b><u>ACHIEVEMENTS</u></b></p> <ul style="list-style-type: none"> <li>Employee of month ( Aug 2013,Dec 2014,Jan 2015)</li> <li>Special certificate for Outstanding Performance achievement in FC Business for the year 2014</li> </ul> <p><b>3. OPERATIONAL &amp;PURCHASE EXECUTIVE</b> IN FASTTRACK FREIGHTFORWARDING-RIYADH,KSA(MAR 2011-APR 2012)</p> <p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>Preparing the documents of shipment &amp;forwarding</li> <li>Involved in costing department and member of Planning Management</li> <li>Preparation of Payment and Outstanding Statements</li> <li>Briefing management with latest market changes to adopt new tools and techniques to become more competitive</li> <li>Constant follow up and strengthen company relationship with customer</li> <li>Handling the purchase dept.</li> </ul>
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**Reference:**

Will be furnished on request

**4. ADMINSTRATIVE OFFICER & PURCHASE EXECUTIVE** in AHALIA HOSPITAL Kerala ,India [SEPT 2009-SEPT 2010]**Job Profile:**

- Assist in the operations of Finance department
- Assist in the operations of HR department
- Assist in the operations of Materials department
- Process the purchase orders by liaising with suppliers or principals
- Ensure all purchase are approved within mandated guidelines
- Assist in the sourcing locally and overseas for new goods not supplied by regular principals/suppliers
- Manage the local and overseas purchase enquiries

**Education:**

Education	Board/University	Year of Passing
MBA	Anna University, Chennai, India	2009
BCOM	Calicut University, Malappuram,India	2006

**Declaration:**

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

Sinju Mathew John