CURRICULAM VITAE

SATHEESH

Dubai, UAE.

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# Career Objective

To work for an established organization as **Accountant** to apply my knowledge, work experience and skills in order to grow with the organization.

## A. Chronological work experience:

**1. Present job since Feb-2006 : M/s. Depa Interiors LLC.**

**(9 ½ Years) DEPA United Group, Dubai**

**Title : Accountant**

DEPA is one of the world’s leading Interior Contracting Company providing a complete range of high-end interior services and turnkey solutions.

1. **Presently working as an ‘Accountant’ since October 2011.**

**Responsibilities**

* Accounting of invoices in Oracle Accounting system after reviewing of appropriate documentation and approval as per company policy.
* Making payments to the suppliers and subcontractors as per the terms and conditions of Purchase Order / Subcontract.
* Reconciling vendors account and rectify discrepancies.
* Payment follow-up with various clients and accounting invoices and payments received.
* Pass month end journals for prepayments, accruals, adjustment entries.
* Preparing Bank Reconciliation Statement for various banks
* Checking Site petty cash Statements, accounting and make reimbursement.
* Maintaining Petty Cash for Office and Administrative expenses
* Preparing Cash Flow Statement, assisting in preparing and submitting Monthly Finance Reports to the management in time.
* Providing required documents to the auditors.

1. **Worked as ‘Site Accountant’ in many projects under different subsidiaries within Group from Feb 2006 to Sep 2011.**

**Projects worked**: Shoreline Apartments-Palm Jumeirah Project, Four Seasons Hotel, Mumbai-India, Tiara Residences-Palm Jumeirah (Depa Interiors LLC)

Dubai Metro – Redline & Green line Projects and New Doha International Airport Project (NDIA), Qatar (Lindner Depa Interiors LLC)

**Responsibilities**

* Receiving invoices from suppliers/ subcontractors against Purchase Orders, checking with Delivery Notes, getting Quality Report, site certification and certifying invoices for payment purpose, according to payment terms of Purchase Orders.
* Preparing Payment Requests for Advance payments to the suppliers and do payment follow-up with Payable Accountant.
* Do follow-up with suppliers and Logistics Dept to get Invoices and Delivery Notes against our Advance payments, entering in LPO Log & forwarding to Accounts Dept for further Accounting purpose.
* Handling Site Petty cash for all projects, preparing Petty Cash Statements.
* Coordinating with suppliers and Accounts Dept in opening Letter of Credit, amendment of LC, etc.
* Preparing Budget Reconciliation Sheet and monitoring cost against budget.
* Updating Purchase Order Log with payment details, etc.

**2. Jan 2004 – Feb 2006 : M/s. Xavier Benefit Fund Ltd.,**

**Nagercoil, Tamilnadu, India.**

**Title : Accounts Assistant**

This is a Financial Institution of Diocese of Kottar, Tamilnadu, which incorporated under Companies Act 1946. It functions with one branch at Kanyakumari.

### Responsibilities

* Maintaining Personal Ledgers of the Depositors of various kinds of accounts in the computerized accounting systems like Savings, Recurring and Fixed Deposits, Personal Loan, Deposit Loan, Jewel Loan, etc.
* Sending reminder letters to the customers for Debt recovery.
* Responsible for all transactions with Bank like deposits, withdraws, money transfers, etc., preparing Bank Reconciliation Statement and monthly statements.
* Assisting in preparing Final Accounts of the institution.

**3. May 1997 – Dec.2003 : M/s. S.G.J. Auto Care (P) Ltd.,**

**Nagercoil, Tamilnadu, India.**

### Title : Accounts Assistant

The company is one of the leading and authorized Dealers and Service Center for ***Mahindra & Mahindra, Hindustan Motors, TAFE*** Vehicles & Spare Parts and ***Veedol & Mitsubishi*** Lubricants for three districts. This is a branch office of ***M/s. S. G. Jayaraj Nadar & Son (SGJ GROUP OF COMPANIES)***, Tirunelveli which has eight branches in different places in Tamilnadu, India.

**Responsibilities**

* Preparing invoices for spare parts, labour, etc.
* Responsible for all Bank Transactions and preparing Bank Reconciliation Statement.
* Maintaining all the books of accounts in computerized accounting systems.
* Preparing and sending Daily and Monthly Statements to the Head Office.
* Handling main and petty cash.
* Assisting in purchase process and follow-up.
* Checking and sending Monthly Stock Statement to the Corporate Office.

**4. Jun.1996 – May 1997 : M/s. Senthil Traders,**

**Nagercoil, Tamilnadu.**

**Title : Accountant**

The concern is one of the leading Wholesale Dealers and Distributor for the products of ***Smith Kline Beecham Ltd***, and more other consumer products for Kanyakumari District, Tamilnadu in India.

**Responsibilities**

* Maintaining all the books of accounts in the computerized accounting environment.
* Responsible for all Bank Transactions and preparing Bank Reconciliation Statement.
* Placing purchase orders and follow-up.
* Settlement of payments to the suppliers and Debt recovery.
* Preparing Invoices, Stock Statements, etc.
* Handling cash and cheques.
* Assisting in preparing Final Accounts of the concern.

**B. Educational Qualification:**

**M. Com** (Master of Commerce) in April-1999.

**C. Professional Qualifications:**

**D.C.A** (Diploma in Computerized Accounting & End-User Computing) in Feb-1996.

**Swift Accountant** in March-2001.

**\***Specialized in **MS-Office,** **Tally**, **EX-NGN, ePromis and Oracle.**

**D. Personal Details:**

Date of Birth : 01.04.1976

Sex : Male

Nationality : Indian

Marital Status : Married

Visa Status : Employment

Languages Known : English, Hindi, Tamil and Malayalam.

Place: Dubai, Yours faithfully,

Date: 24.08.2015