|  |  |
| --- | --- |
| HARIDASAN   [haridasan.349605@2freemail.com](mailto:haridasan.349605@2freemail.com)  C/o 971504973598 | |
| core24x24iconsKey Skills   |  | | --- | | Accounting Operations | |  | | Bank & GL Reconciliation | |  | | Transaction Processing | |  | | Import & Export Operations | |  | | Payments & Invoices | |  | | General Administration | |  | | Liaison & Coordination | |  | | Documentation | |  | | Payroll & WPS | |  | | VAT and Tax Computation | |  | |  | |  | | An established professional with **over 12 years of experience**; targeting assignments in **Accounting Operations/General Administration** |
| knowledge24x24iconsProfile Summary |
| * Proficient in **preparing, examining and analyzing accounting records**, financial statements and other financial reports.Verifying financial statements and conformance to reporting and procedural standards * Experience in documenting all **accounts receivable/payable transactions** on regular basis and collating metrics from various associates and preparing appropriate reports * Skilled at managing day-to-day **cash, Bank & accounting functions** in coordination with internal/external departments for **financial operations** * Expertise in ensuring smooth **administrative operations** and maintaining proper decorum/discipline by implementing & modifying the procedures * **Well-organized** with a record of **providing high level administrative support** including management of office equipment, communication instruments, office automation and office administration * Quick Learner with analytical & organizational capabilities with expertise in formulating & implementing accounting systems   edu24x24iconsEducation   * B.Com. from Calicut University in 2003, Calicut Kerala,India |
| softskills24x24iconsSoft Skills | career24x24iconsCareer Timeline |
| Collaborator    Communicator      Planner  Focused    Analytical    Thinker | 2011-2017  Taj Industries, Shoranur as Accountant  Bharath Electricals as Accountant  John Aluminium & Glass Factory LLC as Accountant  2007-2011  2005-2007 |
| exp24x24iconsWork Experience (UAE)  **Oct’11-DEC’17 with John Aluminium & Glass Factory LLC, Dubai as Accountant**  (a leading Aluminium Fabrication Company in Dubai, UAE)   * Maintaining books of accounts on daily basis and handling all ledger accounts * Daily monitoring Cash & all banks accounts. * Managing petty cash and distributing cash according to the bills approved by different department heads, after verifying the authenticity of the bills * Customer Invoicing based on Purchase Orders & project status reports from Project Department heads. * Posting all purchase Invoices, Sales Invoices, Receipts, Payments & expenses in accounting system. * Managing Accounts Receivable (AR) including posting, balancing of daily cash applications and filing of records * Administering Accounts Payable (AP) payments through an extreme cash crunch * Handling Letter of Credit (Import & Export), Documentation for facilities (Project/General) & Guarantees from banks * Payroll processing through WPS system. * Assisting Finance Dept. for the preparation of budgets, cash flows & Balance sheet * Preparing various documents as per auditors requirement for company audit on an yearly basis * Coordinating with all other departments to perform accounts & administration duties on a daily basis * Spearheading bank account opening for staff WPS salary transfer * staff list keeping as per ISO standards and monitoring staff punching & overtime system for WPS salary transfer * Visa Processing Procedures (New Visa/Renewals/Cancellations) * Assisting HR Dept. for the annual renewals of Company Trade License/Industrial License/Chamber of Commerce/Export & Import License/Tenancy Contracts, etc. * Insurance Arrangements: Workmen Compensation, Car Policy, Public Liability, Medical, Auto, Marine, Fire & Allied, Peril Policies * Administering Annual vehicle registration & vehicle insurance renewals.   exp24x24iconsWork Experience (India)  **Aug’07 – Oct’11 with Bharath Electricals, Pattambi, Kerala India as Accountant**  (a trading firm, mainly deals with plumping, electrical & workshop accessories, etc.)  **Key Result Areas:**   * Shouldering the following activities: * Posting All purchases, receipts, payments & expenses in Tally Accounting Software * Making customer Invoices * Supplers payment processing either cheque/DD/Cash as per Credit terms & periods * Daily monitoring Bank accounts * Vat Returns Filing as per Kerala Value Added Taxes Rules on monthly basis * C Forms preparation on Interstate purchases * Preparing various documents as per auditors requirement on an yearly basis * Assisting auditors for filing Partners Income Tax Returns on an yearly basis   **May’05 – Aug’07 with Taj Industries, Shoranur, Kerala India as Accountants Asstistant.**  (an agricultural implements & tools manufacturing company)  **Key Result Areas:**   * Booking purchases, receipts, payments & all expenses in accounting system. * Daily monitoring Bank accounts, * Cheque preparation against suppliers Invoices as per payment terms. * Vat Returns Filing as per Kerala Value Added Taxes Rules on monthly basis * Preparing various documents as per auditors requirement on an yearly basis   personaldetails24x24iconsIT Skills   * MS Office: Word, Excel, PowerPoint * Tally Gold ERP, Peach Tree * Typewriting & Data Entry * Internet Applications   personaldetails24x24iconsPersonal Details  **Date of Birth:**16th January 1983  **Languages Known:** English, Hindi, Tamil & Malayalam  **Present Address:** Bur Dubai, UAE  **Nationality**: Indian  **Marital Status**: Married  **No. of Dependents**: 2  **Visa Status**: Visit Visa | |