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| HARIDASAN  haridasan.349605@2freemail.com C/o 971504973598 |
| core24x24iconsKey Skills

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| Accounting Operations |
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| Bank & GL Reconciliation |
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| Transaction Processing |
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| Import & Export Operations |
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| Payments & Invoices |
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| General Administration |
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| Liaison & Coordination |
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| Documentation |
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| Payroll & WPS |
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| VAT and Tax Computation |
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 | 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
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| softskills24x24iconsSoft Skills | career24x24iconsCareer Timeline |
| CollaboratorCommunicator  PlannerFocusedAnalyticalThinker | 2011-2017Taj Industries, Shoranur as AccountantBharath Electricals as AccountantJohn Aluminium & Glass Factory LLC as Accountant2007-20112005-2007 |
| 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 |