**Santhosh**

[**Santhosh.367520@2freemail.com**](mailto:Santhosh.367520@2freemail.com)

**Highlights of Experience : Total Experience 17+ years GCC Experience 14+ years**

### A seasoned Accountancy Professional with 17+ years of extensive expertise across the domains of Accounting, Financial Management, Auditing, Accounts Payable, Accounts Receivable, Inventory Control and Cash Management. Exceptional track record in collating first-hand information to facilitate management level decision making, dealing with executives in cross cultural environments, multi-tasking, strategic thinking, leading high performing teams and enabling organizations in establishing competitive advantage in tough economic circumstances. Seeking a key executive position at an established organization in the GCC region where my experience and skills can be leveraged to develop a mutually lucrative relationship leading to the attainment of shared goals and values.

### Skills:

* **Finance; Accounts and Audit**–Expertise in finalization and consolidation of accounts. Administration and management of periodical financial reporting, managing and timely completion of internal and external audits. Expertise in funding of new projects; working capital management; forex management; payables/receivables management; MIS reporting.
* **Management/Cost Accounting and Budgeting** – Hands on experience in Preparation of Management Accounts, budgets, cost of goods sold, cost analysis, product costing, cost management, job/process costing, management accounting and financial analysis and MIS reporting.
* **Management and Administration** – Experienced in Management and administration of business concerns; presentation to Senior Management and board; Liasoning and negotiations with financial institutions for raising finance.
* **Information Technology** – Expertise in SAP and other ERP Software

Experience

**Present (From July 2012 to till)**

**Senior Accountant at Burjeel Hospital, Abu Dhabi, United Arab Emirates**

**Key Responsibilities:**

* Verification of accounts entries, preparation of periodical and finalization of annual financial statements and reporting to the department head.
* Preparation of budgets for fund requirements on a monthly basis.
* Liasoning with financial institutions.
* Ensure that all entries in payables and receivables ledgers are up to date and process the payments to vendors and receivables management.
* Management of checks and fund transfers.
* Ensuring the accuracy in pay roll processing and accounting.
* Verification of goods received in store with documents and physical verification of inventory from time to time.
* Maintaining register for fixed assets and periodical verification of fixed assets.
* Management of service and vendor contracts.
* Bank and third party reconciliations.
* Year end closing entry passing.
* Providing information to external and internal auditors and ensuring timely completion of audits.

**Past**

**From December 2005 to April 2012**

**Accountant at Al Zahra Pvt. Hospital, United Arab Emirates**

**Key Highlights:**

Independently managed Accounts of the Hospital and Medical Center; key areas of focus included Local Purchase Orders (LPOs) for disbursing checks between 800+ suppliers, service contract payments, accounting for prepaid expenses and preparation of monthly payroll.   
 **Key Responsibilities:**

* Preparation of books of accounts, periodical financial statements and finalization of accounts.
* Laisoning with financial institutions, external and internal auditors.
* Timely completion of audits.
* Verification of invoices for supplies and CAPEX.
* Bank reconciliations.
* Systematically maintained supplier files and reconciled their respective ledger accounts at regular intervals; prepared ageing analysis and summary of supplier payments on a monthly basis for management review and necessary action/recommendation.
* Kept track of advance payments to suppliers and adjustments linked with intercompany reconciliation; prepared schedules for accrued and prepaid expenses on an annual basis and secured records of Service Level Agreements (SLAs) with all suppliers.
* Assured realization on an efficient inventory control system; prepared time sheets and recorded staff deductions to facilitate preparation of the monthly payroll.

**From November 2002 to May 2005**

**Accountant at Polyset Plastics, Bengaluru, India**

**Industry : Petrochemicals.   
  
Key Responsibilities:**

* Maintenance of books of accounts and preparation of financial statements.
* Providing information required by external and internal auditors.
* Collaborated with Business Development personnel to assure that Accounts Receivable are within budgeted limits; pushed for discounts for early payments to resolve liquidity issues.
* Prepared list of suppliers along with payments due to them and assured that these were made in a timely manner to maintain long term working relations.
* Assured that all documentation linked with Accounts Payable and Accounts Receivable is complete and as per company policies and procedures to fortify financial control and system.
* Bank Reconciliation Statements preparation at regular intervals to match cash balance in company records with bank accounts; escalated major deviations to the Finance Manager for further action.
* Handled petty cash (imprest) and scheduled payments based on receipts to avoid shortages whilst assuring that sufficient cash is in hand to meet abrupt cash requirement.

**From August 1999 to October 2002**

## Senior Store Assistant at EMARAT, United Arab Emirates Company Industry: Oil/Gas

## Key Responsibilities:

## Performed stock audit of convenience stores after every two months; assured that inventory is rotated under the FIFO method of inventory control

## Supervised accounting and data entry operations of the store; provided best in class service to customers to maintain long term working relations.

## Received cash from retail customers and made payments to suppliers; entered details of receipts and payments in the cash management system (ruby super system).

Education

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| **Qualification** | **Institute/University** | **Year** |
| B.Com  Diploma in Computer Applications | Kerala University, India. | April 1991 |
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**IT Expertise**

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| Expert in SAP/ERP systems; Spread Sheets, Tally; MS-Office Applications and Web tools |

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