**PADMARAJAN**

[**PADMARAJAN.371197@2freemail.com**](mailto:PADMARAJAN.371197@2freemail.com)

**CAREER GOAL**

I aspire for a challenging position in a professional Organization where I can enhance my skills and strengthen them in conjunction with Organization’s goals. I am a self-motivated achiever with an ability to plan and execute.

I desire to associate myself with a top ranked and well reputed and large concern like yours, to contribute my best to grow myself to be a complete employee of your organization by being contributing whatever I can do to the growth of the company and wish to grow up with the company.

**WORK EXPERIENCE**

**General/Payroll Accountant:**

**ABC Recruitment Services, Abu Dhabi, UAE (More than 500 Employees)**

**(March 2015 to till date)**

**Job Responsibilities:**

* Responsible for payroll of oil and gas employees of ADGAS, ADMA- OPCO, ALHOSN GAS, ZADCO, TAKREER,GASCO AND ADNOC-Distribution and other Government companies.
* Preparing Leave salary and End of Service benefits of employees as per the UAE labor law.
* Preparing monthly invoices of employees.
* Maintaining the accounts in Quick books and excel sheet.
* Preparing the employees insurance statement of addition and cancellation of employees.
* Reviewing vendor invoices and ensuring the invoices are allocated to the concerned project.
* Preparing staff cost forecast and reconciling every month.
* Preparing monthly work in progress report and passing entries for WIP.
* Preparing debtors and creditors payment schedule every week for the next 13 weeks and reporting to the finance manager.
* Preparing bank reconciliation statement.
* Preparing work in take report every month.
* Reconciling debtors/creditors statements and staff advances.
* Preparing staff and labor accruals every month.

**Accountant**

**Concept Engineering Services PVT LTD, Mumbai (January 2014 to October 2014)**

**Worked in Concept Engineering Services, an Engineering and Construction Company as Accountant for 10 months from January 2014 till October 2014.**

**Job Responsibilities:**

* Responsible for accounts payables and receivables.
* Maintaining accounts in Computerized Software Tally (7.2 & 9).
* Maintaining and reconciling the relevant financial and cost ledgers.
* Preparation of Bank Reconciliation Statement.
* Preparation of project ledger every month.
* Work with Chartered Accountant for Finalization of Accounts.
* Assisting accounts manager for the preparation of management accounts.
* Petty cash Management.
* Ensures invoices are produced and submitted on time.
* Follow up and Making Purchase and Sales.
* Do all Bank related activity of the company.
* Payroll preparation of employees. Ensures recovery of back charges from vendors and company staff if any.
* Dealing with banks.

**Accountant**

**Sendan International Ltd. (Saudi Arabia) (May 2011 to November 2013)**

**Worked in Sendan International Ltd, an EPC Company as Accountant for 2 Years and six months from May 2011 till November 2013.**

**Job Responsibilities:**

* Payroll preparation of employees.
* Prepare daily Profit &Loss statement.
* Sending of reminders to debtors.
* Making payments to creditors.
* Preparation of Bank Reconciliation Statement.
* Work with Chartered Accountant for Finalization of Accounts.
* Petty cash Management.
* Follow up and Making Purchase and Sales.
* Preparation of Monthly Stock Statement of the Business.
* Do all Bank related activity of the company.
* Data entry work in Microsoft word &excel.
* Maintaining accounts in Computerized Software Peach Tree and Albaseet (Arabic software).

**ASSISTANT ACCOUNTANT**

**Advantech Service (I) PVT LTD, Mumbai (January 2008 to April 2011)**

**Worked in Advantech Services (I) Pvt. Ltd. as Assistant Accountant for 3 Years from January 2008 to April 2011.**

**Job Responsibilities:**

* Payroll Preparation of employees.
* Follow up and making receipts and payments.
* Maintaining accounts in Computerized Software Tally (7.2 & 9).
* Preparation of Bank Reconciliation Statement.
* Petty cash Management.
* Follow up and Making Purchase and Sales.
* Preparation of Monthly Stock Statement of the Business.
* Do all Bank related activity of the company.

**Accounts Assistant**

**Highway Inn Hotel Apartments (June 2004 to Nov 2007)**

**Worked in Highway Inn Hotel Apartments Bhopal, as Accounts Assistant from June 2004 to Nov 2007.**

* Maintaining accounts in Computerized Software Tally (7.2 & 9)
* Petty cash Management
* Preparation of bank reconciliation statement
* Payroll preparation of employees
* Billing

**ACADEMIC QUALIFICATIONS**

1. **Bachelor of Commerce (1999-2002)**

Kannur University, Kerala, India.

Cumulative Average - 51%

1. **Higher Secondary (Commerce) (1997-1999)**

Board of Higher Secondary Education, Kerala.

Cumulative Average - 58%

**SKILLS AND ATTRIBUTES**

* Sincere, punctual and interested to shoulder the responsibilities in the area of work entrusted.
* Can team up with the seniors and cater the needs of the company as per their directives.
* Willingness to take new responsibilities.
* Being co-operative with all and having a helpful nature.
* Having good confidence and do not let crisis situation ruffle on.
* Effective written and oral communication skills.
* Excellent team work skill.

**COMPUTER PROFICIENCY**

* Working knowledge in **Quick Books Accounting software** (currently working)
* Working knowledge in **Peach tree and Al baseet accounting software**.
* Successfully Completed a Three month course on **‘Computerized Accounting Tally'** conducted by STED council certified by Govt. of India.
* Working Knowledge in **MS Office**.
* **Word Processing** Skill 30w/m.

**Languages Known**

* To speak :  **Arabic, English, Hindi, Malayalam and Tamil.**
* To write : English, Hindi and Malayalam.

**DECLARATION**

Hereby am declaring that all the above furnished detailed information, which is given by me, is true and correct to the best of knowledge and belief.