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| **HARINI** E-mail:- **HARINI.373916@2freemail.com** | harini pic.jpg |

 ***CARRIER OBJECTIVES***

To give my best contribution for the growth and well being of the company. To work in an environment that posses challenge, competitiveness & delivering my quality in every sphere of work , to prove myself as an asset to the company & to excel in every area of work that has been designated to me in your company. Achievement oriented with good communication, presentation, and interpersonal skills. Strong learning and organizing skills with ability to manage stress, time, and people. An individual who believes in perfectionism and willing to learn. Team player always on the lookout for opportunities. Ready to take up new ventures as a platform and aggressiveness to learn.

**PROFESSIONAL WORK EXPERIENCE SUMMARY**



**Payroll Executive**

November 2014 – April 2017 (More than 2 years) UAE

 

**Payroll Accountant/Utility Accountant**

7th May 2008 to 26th Sept 2013 (More than 5 years) UAE

**** **P.C.MALLAPA & Co., Mangalore, India.**

**Accountant**

March 2005 – August 2007

**LUDRIC AGENCIES, Mangalore, India.**

**Accounts Assistant**

MAY 2003 – FEB 2005

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**Company : Intertek, DUBAI, U.A.E.**

**Designation : Payroll Executive**

**Experience : November 2014 – Present (2 years 3 months) Dubai**

**Responsibilities:**

* Processing monthly payroll for Management employees & 2000 employees through Wolke (ORACLE based) software for UAE, Oman, Bahrain, Qatar, Saudi & Kuwait.
* Preparing the bank upload file to transfer the Salaries through our corporate online banks – HSBC Bank for WPS Visas & Non WPS visas (Free zone visas) and UAE exchange employees.
* Preparing variance report of current payroll situation and comparison information to the previous month.
* Updating the deductions with respect to Salary advance/Telephone/Traffic Fine/Absenteeism & Personal Expenses paid by the company/Paid Early/Company Loan/Rent etc. & additions for Increment/Arrears/Retention.
* Assist in the annual payroll audit
* Updating bank details for new account, changes in bank details and loan availed details.
* Verify and reconcile payrolls across the group and monitor attendance, OT, incentives, deductions/allowances on monthly basis.
* Process of special payroll including annual bonus and year end adjustment payrolls.
* Issuing salary transfer Letter, salary certificate, No Objection certificates (Personal & Business), Employee Reference Letter and Employment Certificate etc.
* Attending employee verification calls for bank
* Payroll Reconciliation of GL accounts - Salaries, advances, loans, retention, Employee float & accrual accounts in order to maintain smooth closing of financial books. Passing monthly Journal Entries for Leave Salary & Ticket Accruals, EOSB Accruals & Bonus Accruals.
* Maintains employee confidence and protects payroll operations by keeping information confidential.
* Preparing Management Reports – Budgeting Report, Accrual report of leave, Employee Hourly report, Absentee & Sick Report, Head Count Report, Leavers report, Joiners report and monthly basis OT Report.
* Timely execution of payroll with ZERO error, meeting deadlines for assigned tasks.
* Updating the employee profile, compensation and bank a/c details,transfer of department and location etc., in Wolke (Oracle based system), PeopleSoft and employee master.
* Maintain leave management of the employees and coordinating with the department heads for their leaves. achieve greater efficiency and effectiveness
* Processing EOSB benefits as per Employees Local Labour Law.
* Verifying the Leave Settlements & Final Settlements.
* Sorting out the employees queries in a smooth way within the stipulated timeframe.
* Coordinating with the implementation team for updating the policies as per the management approval.
* Ensuring mutual team work on all occasion.



**Company : Lamprell Energy, Sharjah, U.A.E**

**Designation : Payroll Accountant (7th May 2008 till 30th June 2009)**

**Utility Accountant (1st July 2009 till 26th September 2013)**

**Experience : 7th May 2008 to 26th Sept 2013 (More than 5 years)**

***Detailed Information***

Joined as Payroll Accountant, in Lamprell Energy which is into the development of the offshore industry in the Arabian Gulf for over 30 years, in later years providing specialised services to the onshore and offshore oil and gas industry. Lamprell’s three primary facilities are in Port Khalid and the Hamriyah Free Zone, both of which are in the Emirate of Sharjah in the United Arab Emirates ("UAE"), and in the Jebel Ali Free Zone, in the Emirate of Dubai, also in the UAE.

#### [Payroll Accountant](https://www.linkedin.com/title/payroll-accountant?trk=mprofile_title)

**Functional Area**:

* Process End of Service Benefits for Leavers
* Process Leave settlements.
* Updating of in lieu and sick leave.
* Consolidating the overtime & deductions for the payroll.
* Follow up with various banks for salaries credit queries.
* Preparing & issuing Salary certificates/ Salary Transfer Letters to the employees as per the company policies.

Was shifted to Utility Department after completing 12 months in payroll section.

#### [Utility Accountant](https://www.linkedin.com/title/payroll-accountant?trk=mprofile_title)

**Functional Area**:

* Scrutinizing of the utility bills (Etisalat/Du/Dewa/Sewa/Fewa/Palm Utilities etc).
* Co-ordinate with employees for getting updates on their utility bills.
* Preparing deduction for the staffs that do not avail the facilities.
* Preparing School fees and rent Cheque for the staff that use utility services provided by the company.
* Preparation of Schedules for the month end.
* Utility Payments done through online portals.
* Preparing rent Cheque for the staff who uses company provided accommodation.
* Back Charge to the clients for providing various services according to their job.

**Payable Department**.

* Verifying the invoices from the vendor.
* Preparing Cheque and issuing the same to the vendors.
* Preparing and sending TELEX/Online payment Transfers.
* Scrutiny of aging of Creditors.
* Credit Reconciliation.
* Vendor payment through online.

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**Company : P.C.MALLAPA & Co., Mangalore, India.**

**Experience : March 2005 – August 2007**

**Designation : Accountant**

***Detailed Information***

Joined as an accounts assistant in P.C.MALLAPA. & CO. well known distributors for International Branded Tiles, Sanitary wares & Bathroom fittings, dealing with various well known brands in INDIA. After working for a probationary period of six months I was promoted as an Accountant

***Functional Area***

* Preparation & maintenance of statutory books of accounts, Reconciliation statement and financial statement, ensuring conformance to time and accuracy norms.
* Monitoring the inflow & outflow of funds; taking adequate measures to ensure optimum utilization of available funds towards the achievement of organizational Objectives.
* Providing sales support via coordination, using timely execution of order, timely collection of payments and recovery of bad debts involving coordination with dealers, contractors and clients.

 ***JOB DESIGNATED TO ME:***

* + Creation of GL accounts
	+ Releasing of Credit notes for the various clients and companies
	+ Down payment received from the customers
	+ Release of Orders (SALES)blocked by the various checks
	+ Transfer of Assets from one location to another
	+ Accounting of vendor bills and payments to them through Cheque print out.
	+ Maintenance of Cheque numbers range, Cheque register
	+ Stock transfers, making item wise invoice.

**Company : LUDRIC AGENCIES**

**Designation: Accounts Assistant**

**Experience: MAY 2003 – FEB 2005**

***Detailed Information***

**Job Assigned:**

* Preparation of Bank and Debtors reconciliation statements.
* Preparation of vouchers Petty Cash Management & accounting.
* Verification of travel claims submitted as per the policy.
* Vendor payments & Employee reimbursements.
* Preparations of sundry creditors , debtors ledger
* Maintenance of general ledger accounting

***Academic Qualification:***

* **M.COM** from Karnataka State Open University 2003
* **B.COM** from St. PHILOMINA College, Puttur Mangalore University, KARNATAKA, INDIA. 1999-2000

***Technical Qualification:***

* Post Graduate diploma in Computer Application (PGDCA) from Aptech Computer Education in 2004 (6 months course).
* MS-OFFICE – (office management & computerized accounting):

 30 days Course done for Banking in Institution of Computer Accountants (I.C.A)

 in September 2007.

* TALLY, SAGE, EPICORE, PeopleSoft.
* Word/Excel/Email/Internet Browsing

 ***PERSONAL DETAILS:***

Date of Birth : 26th April 1979

Sex : Female

Marital status : Married

Languages known : English, Hindi, Konkani, Kannada, Tulu

Date of Expiry : 10/ 07 / 2027

Visa Status : Husband Sponsor

HOBBIES & INTEREST : Travelling, Watching T.V., Reading, Cooking.

Reference on Request