**RATHEESH**

**Senior Accountant,**

**Dubai.**

[**Ratheesh.379567@2freemail.com**](mailto:Ratheesh.379567@2freemail.com)

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**OBJECTIVE:**

Seeking a suitable position in accordance with my experience, qualification & skills

gained over the years to the full extends to developments, thereby contribution to

the overall growth and profitability of the organization as well as attaining self

growth in career.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive

experience in accounting systems.

* Trained for VAT
* Good command ERPs like Tally, **Oracle R12 -** all modules of Oracle
* Possess strong analytical and problem solving skills, with the ability to make

well thought out decisions.

* Highly trustworthy, discreet and ethical.
* Strong interpersonal skills, gained through my work experience.
* Well knowledge in MS Office.
* Ability to work under pressure.
* Organisational skills.
* Quick learning of any technology

**EXPERIENCE:**

**1. Tristar Holdings (Agility), Dubai, UAE –Sr. Accountant (Since October**

**2014):**

* Validating petty cash and other AP entries.
* Monitoring VAT ledgers
* Prepares financials for Tristar Middle East (RTW) by 4th working day of every month

and reporting to GFM.

* Assist to prepare budgets
* Consolidation of Tristar Group (Corporate) financials and report to Corporate office,

Kuwait by 10th of every month.

* Prepare and analyses BVA for Tristar RTW Middle East
* Maintaining Prepaid schedules.
* Maintaining FA register.
* Accounts Receivable – AR Aging and reconciliation.
* Intercompany ledger monitoring and reconciliation.
* Coordinate with HR dept. for updating gratuity and salary payable schedules.
* Maintaining employee ledgers.
* Coordinate with IT department to close accounting periods before 10th of every

month.

* Coordinate with external audit team to complete the Q1, H1, Q3 and Annual audit.
* Support other team members to finish their tasks.

**2. Tristar Transport LLC, Haiti (MINUSTAH):**

**United Nations Mission, Haiti - June 2012 - October 2014 (ORACLE ERP)**

* Maintaining Day to day transactions.
* Preparing summaries of fuel issues and submitting to UN finance on a daily

basis.

* Petty cash and bank accounts maintaining.
* Issuing local payments- checks and wires
* Bank reconciliations.
* Maintaining receivables and payables.
* Closing of accounts in each month and preparing TB, P&L and sending to HQ.

**3. Al Gharafa Group, Ajman, UAE. (Group of Clinics and Pharmacies):**

**[May 2009 to May 2012, Tally ERP 9]**

* Performing accounting functions for Al Gharafa groups. [Group of clinics and

pharmacies]

* Performing accounting functions for Al Gharafa Medical Centre, Al Bustan

Medical Clinic, Al Bustan Pharmacy, Al Nuaimia Pharmacy and Al Saqer

Pharmacy separately.

* Performing accounts payable functions for vendors' expenses. Managed

creditor accounts, generating monthly on demand checks.

* Maintaining petty cash expenses.
* Preparing and maintaining day to day transactions.
* Maintaining account receivables & follow up debtors on a monthly basis.
* Preparing monthly statements and reporting to Finance manager.
* Performing account Reconciliations.

**4. Pavithra jewelry group, Payyannur, Kerala [15.10.2007 to 30.04.2009]**

**Accountant.**

* Managed accounts payable, accounts receivable, and payroll departments.
* Generated budgets and forecasts on a quarterly basis and presented to the

management team.

* Prepared annual company accounts and reports.
* Managed salary and payroll function for employees.
* Monitored and recorded company expenses.
* Maintained and submitted monthly tax reports [VAT].

**Educational Qualifications**

* Pursuing CMA from IMA USA
* MBA in Finance Management
* Bachelor of Commerce
* Diploma in computerized financial accounting
* Diploma in computerized and manual accounting packages

**Personal Profile:**

Nationality : Indian

Date of Birth : 26.04.1986

Marital Status : Married

**Possess Valid UAE driving License**

**Declaration:**

I hereby declare that all the above written particulars are true to the best of my

knowledge and belief*.*