**RESUME**

**SATHEESH**

**E-mail:** [**satheesh.380884@2freemail.com**](mailto:satheesh.380884@2freemail.com)

**SUMMARY**

I am a highly capable financial accountant looking for a challenging role in an industry-leading company . I am eager to use my skill and experience to advance my employer’s bottom line and progress my career as a financial accountant in a leadership role.

**EDUCATION:** Calicut University,Kerala, (India)

Master of Commerce (Finance) 1999 Bachelor of Commerce : 1997

Very good knowledge in VAT Taxation and return filing.

**CAREER AND JOB PROFILE**

**February 2005- July 2017 EMKE GROUP**

A group from UAE having a chain of Supermarket, Dept. store and hypermarket in GCC countries. This group has operation spanning across the globe and is an accomplished leader in major areas like retail, import, distribution, manufacturing and information technology.

Designation

: Financial Accountant 2005 to 2013

Chief Accountant

: 2014 to July 2017

Reporting to

: General Manager. and Audit Department

**Duties and Responsibilities**

Coordinate & oversee the accounting, budgeting, financing, investing, funding, consolidation, and reporting activities.

Report to Finance Manager by preparing monthly financial performance statements

Ensure accuracy of information contained in financial reports & their compliance with statutory requirements.

Manage the day to day financial transactions of the company. Maintain book of accounts in a computerized environment.

Supervise the whole range of Accounts Payable, Receivable & Budget Preparation. Prepare Payroll and Management Reports.

Control petty cash; prepare render accounts of individuals & departments. Prepare Projected & Actual Cash Flow Statements.

Manage the Invoice generation Operation & Credit Control.

Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.

Ensure General Ledger entries are accurate and are in line with Company Procedures

* + International Accounting Standards.

Finalize Trial Balance with supporting schedules.

Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.

Maintain Property Plant & Equipment Movement Schedule on a monthly basis

Pass Periodical adjustment Journal Entries monthly & Calculating Depreciation for each month

Calculate and pass Provisions for the month

Provide timely & Accurate Financial Information to the Management

Monthly Staff Cost Calculations(payroll, provision for leave salary, gratuity, air passage & provisions to pension fund)

Prepare Payment voucher, Journal voucher, credit voucher, debit voucher

Monthly preparation of reconciliation statements (inter Branch, bank rec, debtors and

creditors)

**Achievements:**Saved the company AED 75000 during 2016 through effective controlling andreducing the usages of electricity.

January 2000 to 2005: Assistant manager/Accountant, Muthoot Financial corporation LtdA leading Non-Banking financial institution in India, having morethan 350 branches.**Responsibilities**

* + - Handling day to day accounts
    - Appraising and sanctioning gold and vehicle loans
    - Accepting Fixed and saving deposit from general public and merchant
    - Preparing and presenting various reports in connection with head office
    - Preparing monthly budget and make an evaluation with the target.

**Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Software** | | **proficiency** | | **Experience** |
| SAP | | Advanced |  | 7 years |
| Tally | | Advanced |  | 3 years |
| Peachtree | | Advanced |  | Nil |
| Microsoft office(word Excel, power point ) Advanced | | | 10 years |  |
| **Interests** |  |  |  |  |

Shuttle bat,watching news channel and cooking

**Reference:** Jackson Jacob- Audit in charge cheques (Emke)Mob. No. 050 5504720Shyju V.T – Accounts manager (Emke)Mob. No. 056 6556833

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Date of Birth | | : 20th January 1977 |
| Nationality | | : Indian |
| Marital status | | : Married |
|  | |  |
| Driving | | : Valid UAE driving license |
| Visa Status | | : Visit visa, ready to join immediately |
| **Declaration** |  |  |

**I hereby declared that all information furnished above are correct and complete to the best of my knowledge and beliefs.**