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| CURRICULUM VITAE  C:\Users\sudheesh\Desktop\sudheesh documents\photo sudheesh.jpg  **Sudheesh**  **E-mail:**  [Sudheesh.383137@2freemail.com](mailto:Sudheesh.383137@2freemail.com)  **PERSONAL INFORMATION**  **Date of birth**  **11.05.1976**  **Passport no.**  **J2092211**  **Sex**  Male  **Nationality**  Indian  **Marital Status:**  Married  **Linguistic Abilities:**   * **English** * **Malayalam** * **Hindi** * **Tamil**   **Computer Proficiency:**   * **MS Office** * **Tally** * **Integra Acc software**   **Driving License:**  Posses Valid UAE License  **Gulf Experience:**  **Above 13 years in**  **Dubai.**  **Visa Status**:  **Visit Visa** | **OBJECTIVE**  *“10+ years of experience in Accounts and Administration with handling different financial packages and pursue a challenging position in Accounts / finance and Administration in your esteemed organization where by my skills and abilities will greatly enhance the success of our organization.*  **EDUCATIONAL QUALIFICATION**  COURSE : B.Com (Accounting)  University : University Of Kerala  Year : 1993-96  COURSE : C.A Articleship  FIRM : Kuruvilla & Jose,Chartered Accountants  Kochi –India  YEAR : 1996-99  **EXPERIENCE**  ⮚ Worked with M/s.Abu Hail Contracting (LLC) Dubai  As Senior Accountant (From: August 2004 to April 2018)  ⮚ Worked as Audit Assistant at M/s.Kuruvilla & Jose,Chartered Accountants, Kochi (1999-2003)    **WORK EXPERIENCE**   * Maintaining proper Books of Accounts. * Passing Journal, Purchase, Sales, Cash, PDC & Bank Entries. * Handling daily Office Petty cash transactions. * Preparing & Submitting to GM & MD on a monthly basis: -   Projectwise job Costing Report  Receivables & Payables Statement  Bank Reconciliation Statement  Budget for Expenditure & Revenue next month  Reporting to GM on weekly basis about Current Financial position of the Company.  Preparing Daily Cash Flow Statement.  Maintaining Fund Flow as per Receivables & payments.   * Certification of Invoice for Payment to Suppliers & Sub Contractors   Based on Quotation, LPO, Agreement, Invoice & DO.   * Preparing & issuing Current and Post Dated Cheques,Managing PDC   And advising Management by monitoring day to day Bank position.   * Drawing cash from bank & Depositing received Cheques as per the due date. * Processing Monthly Payments upon due dates (Utility Bills, Salik, Bank Loan, WPS, etc.) * Preparing monthly Salary Statement with Overtime calculation &   Advance deductions & Submitting WPS Statement to Bank/Exchange House.   * Preparing Project Payment Certificate for submitting to Consultants   Based on Percentage of Work done report from Project Manager.   * Maintaining Document Expires database :-(Visa,Work Permit, Passport,Vehicle,Proj: Insurance,Fees etc) * Reconciling Suppliers & Customers Statement of Account. * Collection of Cheques & Payment Certificate from Clients and Consultants. * Processing Deposit Refunds upon Completion of Project from   DM/DEWA/RTA.   * Comparing BOQ/Budget with Actual payments & Reporting. * Preparing Employees : Leave, End of Service Benefits & Loan Statements. * Maintaining up to date Project Sales Register :- (Manually & Electronically) * Passing Year End Closing Journal entries, Preparing Depreciation Schedule, Aging Analysis of Suppliers & Customers, Works In Progress /Closing Stock Statement, Scrutiny of General Ledger & Trial Balance prior to Statutory Audit Finalization. * Assist both Internal & Statutory Auditors up to Audit Finalization.     S**TRENGTHS**   * Hardworking and confident. * Good communication and interaction skills. * Ability to adapt to any type of environment. * Self motivated with a strong desire to learn.   **DECLARATION**  I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief. |