**CURRICULUM VITAE**

**Haridasan**

Email ID : [haridasan.384894@2freemail.com](mailto:haridasan.384894@2freemail.com)

Nationality : Indian

**CAREER OBJECTIVE**

To apply my expertise as an accountant Supervisor for the esteemed organization, which could utilize my 32-years’ experience in the industry and appreciate dedication, excellent client relations and strong leadership skills.

**CORE STRENGTHS & CAPABILITIES**

Ethical, insightful Certified Accountant consistently exceeding expectations throughout a 32-year accounting career. Smart, flexible, adept at building rapport and collaborating with clients and colleagues. Specializing in corporate tax and accounts payable, reconciliation. Always focused on professional growth. Prioritizing confidentiality and professional growth.

* Accounts Payable Management
* Prepaid Accounts Oversight
* Journal Entries-Prep & Posting
* Vendor Management
* Audit Preparation
* Reconciliations
* Relationship Building
* Database Management
* Account Analysis
* Budget Assistance Cash Flow
* Forecasting-Provisions
* Travel & Expense Reports
* Petty Cash Management
* Accruals/monthly provisions
* Maintain Staff accounts

**Achievement:** Building team spirit in work and completing task assigned by the management on specified time with effectiveness is the great success. Coordination with colleagues in the department and other branches are very smooth in terms of work which helps me to complete the job on time. Sharing ideas for the streamlining the process. Focus on achieving company goal.

**PROFESSIONAL EXPERIENCE**

## AXA Insurance (Gulf) B.S.C. (c), Dubai - United Arab Emirates From 2010 to till date

**Department: Finance department Designation: Finance Executive**

Working since 2001 in finance dept and handled in various areas of accounts such as accounts receivable, accounts payable, petty cash.

* **Accounts receivable-**
* Collection of Insurance premium from insured, brokers and corporate clients in the counter by issuing receipts in different modes as cash, cheque and credit cards.
* Arranging to deposit cash and cheque in bank of daily collection and tally credit card entries on daily basis including call center. Payment of premium refund after he cancellation of policy.
* Generating statement of account for the brokers/clients
* **Petty cash**
* Maintaining petty cash within the allotted cash floats
* Validating expenses bills submitted against petty cash and account in to the system.
* **Accounts Payable**
* Handling medical and non-medical claims disbursement (including reimbursement basis) for UAE and Gulf region clients/providers by cheque/TT. Inter office claims of Bahrain, Qatar, Oman and KSA.
* Validation of claims from the system.
* Reimbursement claim payment 200 average per day and Provider twice a month.
* Number of providers (per account) above 1000 and payment amount average AED.35 million/month
* Co ordinate with HSBC person to resolve daily issues of Bank transfer and Auto pay.
* Receive claim cheque from HSBC on daily basis and hand over to dispatch team after completion of reconciliation between number of claims cheque received from bank against validated in the system
* Updating creditors list to RO finance for automated payment process in medical providers as and when basis
* Co ordinate with IT dept on time to get the reports generated to finish the claims disbursement as per the TAT.
* Liaise with concern finance person in other branches (Bahrain, Qatar, Oman & KSA) to resolve inter branch transaction of claims.
* Attend meeting with medical claims related managers to exchange current strategy of procedure in the area. Frequent discussion with immediate manager about the current status of payment process and accept advice and exchange suggestions.
* Settlement of commission to the various brokers on fortnight basis.
* Processing staff reimbursement bills after verifying bills. Update Regional payroll team with staff reimbursement details.
* Accounting of various expanses such as purchase invoices, travel invoices , Travel expanses of Managers official visits of abroad, Company telephone bills, fax bills and mobile phone bills of staffs and process payment on time.
* Accounting of expense of Company and staff Utility bills and timely settlement
* Monthly accruals on expenses incurred but awaiting invoices on monthly basis.
* Accounting company office rentals and Staff rent and settle on time. Accounting of interbranch expanses and interact with concerned staff of other branches.
* Accounting management expenses and report monthly to the Manager after review
* Co ordinate with department team to complete the process of monthly, quarterly and yearly closing
* **Major Reconciliation of accounts**
* Various Bank reconciliation on monthly basis
* Inter office/branch reconciliation: coordinating with other regional finance for clearing IBT entries on monthly basis.
* Various control account reconciliation like visa card, master card, payment gateway, cash control account, transit sun ciris account.
* Reconciliation of various vendors/providers accounts
* **Miscellaneous task**
* Generating various reports like premium register, claims paid registers, outstanding claims register, etc.
* Arranging archiving old files
* Maintaining inventory of stationery and cheque books.
* Attend audit quires and provide necessary documents on audits.
* Ensure to complete work desired in turnaround time and to meet the dead lines of Regional office.
* Work extra hours as and when necessary to meet the pressure due to the large volume.
* Liaise with auditors
* Document generation for VAT
* Worked in **CIRIS AND SUN software Package**
* Supporting colleagues in handling other works related to motor claims and motor recovery.

**Nestlé Middle East LLC, Dubai From 1996 - 2001**

**Department: Finance Designation: Accountant**

* Checking of daily sales collection and stock verification.
* Booking of expenses and processing supplier payments (local and foreign) and general payments, reconciliation of payable accounts with supplier statement of accounts.
* Monthly reconciliation of Bank, Purchases and stock books.
* Maintaining of fixed asset register, deposit accounts.
* Handling petty cash.

**Spinneys AbuDhabi LLC, UAE From March 1996 to May 1996**

**Designation: Account Assistant**

* Booking of sales invoices through ‘Chemilion 2000’ system
* Supervision of supplier invoice booking and payment.
* Preparation, maintaining analysis and follow up for accounts receivables/payables.

**Al Madina Ent (Trading Co), Abu Dhabi, UAE From 1995 – 1996**

**Designation: Account Assistant**

* Checking of daily collection and banking,
* Checking of purchase invoices and processing payment.
* Surprise checking of showroom stock and inventory records.
* Preparation of salaries and passing necessary entries.

**Desert Line Projects LLC, Oman From 1991 to 1994**

(One of the largest construction companies in the Sultanate of Oman)

* Project analysis, coordination with purchase and finance departments to get relevant document for processing payment and project expense evaluation

**Nissim & Co.,(Charted Accountants – Audit firm) Bombay, India From 1988 to 1991**

Audit assistant:

* checking of books such as sales, purchases, stocks and production records

**Simba Leather works, India-(Leather Exporters) From 1985 to 1987**

Accounts clerk

* Maintaining stock and keeping purchase records, issue stock as per requirements.

**EDUCATIONAL QUALIFICATION**

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**TECHNICAL SKILLS**

* Operating Systems : Windows
* Packages : MS Office – Word, Excel, PowerPoint, Outlook

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 05/04/1961

Languages : English, Hindi, Malayalam