**Karunakara**



**Accounts, Finance & Administration**

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|  | **PERSONAL SUMMARY**  A Positive thinking and well experienced academic, possessing drive, ambition, and ability. Having a broad knowledge of organizing, managing and supporting the day-to-day activities required for running an organization. Having overall 9+ years of experience in this industry and Excellent organizational skills gained through all-round administrative experience. Willing to relocated and adaptable to new circumstances.  **OBJECTIVE**  Looking for an opportunity for personal development and career progression with a reputable academic or any dynamic and competitive environment, where I would be able to significantly contribute to the organization’s goodwill and continuously enhance my skill-set.  **WORK EXPERIENCE**   1. **Mechanical Services in Dubai, UAE (2017 June to 2019 Nov )**   **Role: Accountant.**   * Working as head of Finance and Accounts, fully responsible for all finance and Accounts related activities of the company. * Follow up of major clients for receivables, to release our payments without hampering relations. * Efficiently managing payable with releasing payment as per agreed terms and conditions. * Handling and keeping good relation with Bankers, Client and Suppliers. * Handling VAT Filing, and Pay roll according to WPS guidelines of central Bank.  1. **Hotel in Abu Dhabi, UAE ( 2014 May to 2017 June ) Role: Accountant.**   **General Ledger-**   * + Ensuring that provisioning of various expenses and incomes are made before closing of reporting period along with allocation of prepaid expenses.   + Ensuring inter-company balances with subsidiaries are reconciled at every reporting period end.   + GL cleaning work done at each year end, identifying non-moving GL balances and writing off/back the balances after getting management approval.   + Trail balance scrutiny- variance analysis of GLs at every month end and reporting to management.   **Accounts Receivable –**   * + Responsible for rising Invoices as per the Contract. Follow-up for payments from clients as per the payment terms. Preparing the Reconciliation Statement of Clients Ledger Accounts.   + Monitoring the Debtors’ Accounts for ensuring Timely Receipts, Analyzing & Preparing Credit note as per Management advice.   + Reconciliation with major customers at every quarter end, settling disputes and obtaining balance confirmation.   + To Submit the Aging Summary/Accounts Receivable report every fortnightly to Management office.   + To conduct monthly credit meeting, including explaining past due accounts and outlining plans for collection. |
| **Contact Details**    : [karunakara-395952@gulfjobseeker.com](mailto:karunakara-395952@gulfjobseeker.com)  **Passport Details**   * Date of Expiry :21-11-2021   **Visa Status**   * Employment ( Canceled ) * Ready to Join Immediately   **Driving License**  Date of Expiry :22-11-2021  **Area of Expertise**   * Accountancy and Book Keeping * Front Office Management * Staff Performance Analysis * Budget Control &Cost Control * Staff Recruitment & On Boarding * Sales Coordinator   **Professional Skills**   * IT Skills * Leadership Ability * Pro-active Approach * Strong Communication * Team Building Skills * Able to Delegate   **Professional Qualifications**   * Tally 9 ERP * MS OFFICE * Internet Applications * IDS (Intellectual Data System)   **Academic Qualification**   * **Post Graduate in Commerce (M.com) with** |

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| **Accountancy** main from “Karnataka State Open University Mysore” of Karnataka -India, June-2013   * **Graduate in commerce (B. Com) with accountancy** Main from “Karnataka State Open University Mysore” of Karnataka – India, June-2009   **Key Skills**   * Leading by example, providing clear management and leadership. * Innovation ideas for the ultimate growth of Organization by means of statistical and analytical thinking. * Emotionally Matured, self- oriented, Self-motivated & pro-active person. * Good office management skills and computing skills. * Coordination of maintenance of systems, document records, space management, etc. * Self-motivated with the ability to work on my own initiative. * Good communication skills   **Languages**   * English ,Hindi, Kannada   **Computer Skill**   * Knowledge of using a range of office software, including email, spreadsheets and databases.   **Hobbies**   * Traveling   **Personal Details**   * Nationality : Indian * Marital Status : Married * Date of Birth : 19/07/1984 * Gender : Male * Nationality : Indian | **Accounts Payable –**   * Responsible for timely payment to vendors and suppliers within due dates as per purchase order. * Ensuring that payment is made strictly as per the terms and conditions of purchase order. * Preparation of monthly and quarterly GRIR & advance ageing report and making necessary follow-ups. * Reconciliation with major vendor at every quarter end, settling disputes and obtaining balance confirmation.   **C) Manappuram Group of Companies Kerala, India. ( 2011 May to 2014 May ) Role : Manager**   * Administering HR Systems and Monitoring Staff Attendance & Staff Absenteeism on daily basis. I am flexible with **strong team-working skills, able to work individually or as part of a group**. Involved in a wide variety of tasks in areas such as admission resource planning, marketing and recruitment. * **Accounting and Book Keeping** for day to day departmental activities. * Conducted **kick-off meetings with external suppliers and service providers.** * **Communication with various stake holders and management** via various means like telephone and emails on daily basis. * **Monitoring Staff attendance and absenteeism** on daily basis. * Member of **staff recruitment interview** panel. * Effectively maintained company job portals and personal files of employees. * **Ensured a healthy working atmosphere with colleagues** and have built sound interpersonal relationships. * **Entering the concise work results in the HR System** which assures its confidentiality.  1. **Aryadurga Agencies. Karnataka India, ( 2005 Oct to 2011 May) Role : Sales Coordinator**    * Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.    * Ensuring the adequacy of sales-related equipment or material. Responding to complaints from customers and give after-sales support when requested.    * Communication with both bank and client.    * Checking mails from bank and clients response them quickly.    * Preparing daily report, verify documents etc.   Yours Sincerely  **Karunakara** |