GOPANUNNI

 Gopanunni.80221@2freemail.com

# Accountant/Senior Accountant /Accounts Supervisor

Preferred sector: Any sector

Preferred Location: Anywhere in UAE

* An Accountant with wellexperience in Dubai as well as in India with strong background in financial accounting and office administration with experience ranging from financial statements, finalisation of accounts, payroll, accounts receivables & payables, job costing, budget variance analysis etc.
* Experienced in diverse areas of operations including HR, good knowledge of accounts ; proven skill in assisting audit of books of accounts. Acquainted with computerized bookkeeping and accounting principles including: implementation of processes and systems.

# KEY COMPETENCIES/ SKILLS

* Good knowledge of accounting, consistently ensured proper accounts procedures
* Ability to prepare routine administrative paperwork and documentation
* Word processing and data entry skills; process/ system implementation
* Salary & wages procedures / policies, staff recruitment
* Good record maintenance skills
* Excellent communication and interpersonal skills
* Ability to prepare budget, financial reports & projections
* Hard working, ability to multitask & manage work pressure
* Work experience in Media/Manufacturing/Trading & Hospitality sector

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# WORK EXPERIENCE

# Al Rahmania Food Meals Catering LLC, Dubai – UAE (Hospitality Industry)

**Designation : Senior Accountant**

**Period of Service : *From 28th Sept’2016 to 28th June’2016.***

**Job Profile**

* Worked in Tally ERP 9 software environment and reporting to Finance Manager.
* Handled Sharjah Branch accounts for a period of 1.5 month which includes preparing invoices, daily cash receipts from other related units, disbursement of cash for day to day expenses for the branch etc.
* Day to day cash and bank entries in Tally ERP9 software.
* Reconcile supplier statement and ledger accounts and prepare payments and release the same according to funds availability.
* Prepare Monthly operational Profit & Loss a/c and sending to Head Office.
* Checking and approving the daily cash statement prepared by Assistant Accountant.
* I was in charge of their 2 Restaurant unit Accounts which includes getting daily reports like daily sales, daily petty cash expense and other related reports.
* Updating daily sales and expense details into software.
* Monitor the daily purchase entry done by Store in charge in respective restaurant units.
* Coordinate with Restaurant Managers for supplier payments, follow up for payments from clients, details for promotionalvouchers etc.
* Monthly closing of Restaurant units accounts and prepares Monthly Operational Profit & Loss A/C and submitting to Finance Manager.
* Coordinate with other unit Accountants and get the monthly operational P & L and submitting to Finance Manager by 5th of every month.
* Organizing monthly P & L review meeting with respective unit Managers for taking necessary action for improving unit.
* Preparation of cash flows, AR & AP Ageing as and when required by banks as per instructions by Finance Manager.
* Preparation weekly Business Summary of Group and sending to Finance Manager and other Managers.
* Cross checking the Leave Settlement, End of settlement etc. for staff prepared by HR and approving for payments.
* Working with other Accountantsat Head office for salary file updating given by HR for deductions etc. and salary disbursement through WPS.
* Other Assignments as and when given by Finance Manager.

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# Al Ajeeb General Trading LLC, Dubai – UAE (General Trading)

**Designation : Accounts cum Admn. Executive**

**Period of Service : *From 01st May’2015 to 30th April’2016.***

**Achievements**

* Updated and systematically recorded all entries and transactions in the Tally ERP 9 Software and made proper records like, payables, receivables, and leave record of staff.

**Job Profile**

* Preparation of daily cash and bank balance and reporting to MD on daily basis.
* Approval of Daily petty cash, Payment and receipt vouchers and entering into software.
* Updating day to day sales, purchase, income and expense of Restaurant which is one of the divisions of the company.
* Monitoring day to day banking transactions.
* Update purchase and sales transaction of the company in the software.
* Passing Monthly Journals for Depreciation, prepaid expense and accrual for closing books of accounts.
* Preparation of MIS report and submitting to MD.
* Preparation of cash flow projections and budget for the company and other sister companies as and when required by MD.
* Updating India and UAE accounts of MD as per his banking transactions.

# Mcube Design & Advertising LLC, Dubai-UAE (Advertising & PR)

**Designation : Senior Accountant cum HR Executive**

**Period of Service : *15th October’2011to 31st January’2014.***

**Achievements**

* Updated all their accounts from 2009 onwards and made proper records like, payables, receivables, leave record of staff, implemented new procedures for the payments, receivables, collected some of their old receivables by communicating with the clients.
* Taken initiative with the sales department to follow up with old customers for reinstating the sales, follow up with the exhibition and production team to contact the exhibitors at the trade centre from their list for getting orders for exhibition stands which was very successful for getting some orders.

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**Job Profile**

* Reporting to CEO, worked on Tally ERP9 Accounting Software.
* Updating daily Cash flow of the company with daily bank balances to CEO.
* Weekly report to the CEO regarding the position of the company loans, liabilities, assets, payables, receivables etc.
* Scrutiny of Invoices, LPO, cash reimbursement of staff, payment vouchers etc. and approve them for payment.
* Supervise and coordinate the jobs with the Accounts Assistant.
* Preparation of salaries of staff through WPS system and get them transferred to their individual accounts through bank.
* Interact with Auditors for the accounts related matters.
* Dealing with various banks for taking loans & other facilities for the company and presenting them necessary documents, follow up for the disbursements etc.
* Scrutiny of Ledgers and transactions and arrange them as per proper accounting procedures.
* Approval of daily petty cash vouchers and report prepared by Assistant and sending them to CEO.
* Preparation of costing & budgeting for each job by liaising with sales staff before job implementation and comparison of the actual costing of the job after completion and calculate the net profit.
* Liaising with operations department for the purchases, negotiate with the supplier for the purchase cost and preparing LPO for the supplier.
* Handled HR related matters including interaction with staff on various problems, and recruitment for various departments. Interview candidates, monitor staff’s annual vacation, leave salary etc and coordinating with PRO for various visa formalities and implement various HR policies as per management decision etc.
* Preparation of yearly budgeting for the company according to the expenses and analysis of actual monthly expenses with the budgeted expenses on monthly basis.
* Coordinate with insurance companies for renewal of vehicle insurance, staff medical insurance etc. and provide them necessary documentations.

# Flying Elephant Parties, Dubai-UAE (Event Management)

**Designation : Senior Accountant**

**Period of Service : 10 Dec 2007 to 09 July 2011**

### Achievements

* Joined as Accounts Receivable Accountant; promoted to Senior Accountant after 6 months in tenure.
* As Accounts Receivable Accountant, I recovered 2.5 million the total receivables of 3 million within 3 months period.
* Ensured proper accounts procedures; implemented system of LPO for all purchases.
* Reduced cost of goods sold percentage from 60% - 70% to 45% - 55% as required by the management.

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### Job Profile

* Reporting to the Managing Director, worked on QuickBooks Enterprises Edition software.
* Updating financial position of the company in relation to bank balances on a daily basis; preparing weekly cash flow projection/AR Report/AP Report for submission to management.
* Supervising petty cash report & vouchers prepared by Assistant Accountant on daily basis.
* Preparing and submitting MIS report to the Management by 10th of every month.
* Checking invoice & approve it on a daily basis
* Follow up on payment as per terms, coordinating with sales teams if there are any problems regarding customer’s payments.
* Organising year-end closing of accounts and get them audited.
* Preparing job costing before its commencement, comparing estimated figure vs actual after the job.
* Analysing profitability of each class/departments according to income and expense.
* Preparing Monthly budget in accordance with expected expenses, and implement the same to the system after management approval.
* Analysing budget vs actual expenses / income on a monthly basis.
* Studying individual expense accounts, implement cost cutting wherever applicable.
* Approving payment to suppliers according to Invoice, LPO and payment terms submitted by AP Accountant; releasing payment according to availability of funds.
* Coordinating with banks for day to day transactions.
* Coordinating with insurance companies for vehicle insurance, fire insurance and other insurance of the company.
* Handled HR related matters including interaction with staff on various problems, and recruitment for various departments. Interview candidates, monitor staff’s annual vacation, leave salary etc in coordination with PRO for various visa formalities and implement various HR policies as per management decision etc.

# Green Planet Industries LLC, Dubai-UAE (Manufacturer of Toilet Soaps)

**Designation : Accountant cum Administration in charge**

**Period of Service : 01 Nov 2005 to 30 Nov 2007**

### Achievements

* After joining company, completed all backlog accounts and ensured their proper maintenance. Introduced proper voucher system for payments, receipts etc. and other accounts/HR related matters.

### Job Profile

* Reported to the General Manager; ensured data entry of all accounts related job in Tally 7.2 version; finalized and got them audited.
* Prepared monthly MIS report on production, sales and expenses; submitted the same to the H.O.
* Prepared final invoices and debit notes for buyers; followed up with them for payment by due date.
* Organised, disbursed monthly salary sheet for nearly 30 staff including overtime and other allowances.
* Managed daily petty cash; interacted with banks, Ministry of commerce, Industry etc for various jobs.

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* Checked bank balance daily through the Internet; disbursed funds to local / international suppliers after ensuring their availability.
* Coordinated with Company P.R.O for various visa related work for employees / visitors. Maintained proper records of employees like Leave, Visa, Health Card and renewed the same on time.
* Liaised with Insurance providers for renewal Factory Insurance, Group Insurance, Vehicle Insurance etc. on time.
* Managed routine office administration jobs like purchase of stationery, coordinating on computer maintenance, handling ticket booking for staff etc.
* Disbursed payments to local / International suppliers by due dates, prepared debit notes for suppliers for short supply, quality rejection etc.

# Afra Printing Equipemtn Trading LLC, Dubai-UAE

### Designation : Accountant cum Office In charge

### Period of Service : 01 Jun 1999 to 31 Oct 2005

### Achievements

* Learned to do multitask, gained knowledge of dealing with International & local customers, developed ability to manage the office & staff alone during the absence of MD and Operations Manager
* Worked also as PRO of the company, dealt with Labour department, Immigration etc
* Initiated proper accounting procedures first with manual accounting, gradually transferred the same to Tally 6.4 version.

### Job Profile

* Reported to the Operation Manager, managed all accounts related job up to their finalization on TALLY 6.4; handled office administration and other matters during the absence of Manager.
* Organised monthly operational profit / loss account according to monthly sales & expenses and submitted the same to the H.O.
* Supervised stock maintenance, placed orders, ensured adequate stock. Prepared Export LC documents according to LC terms; submitted the same to the bank and coordinated for payment.
* Coordinated with service & sales departments for service & sales related matters; supervised, implemented various job for office administration.
* Interacted with Dubai Emigration for visa related matters; liaised with bank and their Trade Finance departments for various matters related to LC, payments etc.
* Coordinated with customers for sales & service related matters; liaised with various clearing & forwarding agents for quotes, scrutiny of rates and orders for import of goods from various countries.
* Daily checked cash and bank balance; prepared daily cash flow statements, organised cheques and made payments.
* Arranged for timely renewal of company license, establishment cards, staff visa etc
* Followed up with customers on out standings / payments;
* Maintain leave record, Gratuity, leave salary etc. for staff.

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* Checked daybook on a daily basis; scrutinised, passed vouchers.
* Implemented new ideas /systems on administration and accounts related jobs.
* Handled inquiries and replies for spare parts, equipment’s etc. from suppliers, customers & office.
* Checking cost related to import & export of equipment’s from and to various countries with 2 to 3 shippers; negotiate with them to squeeze the rates which will not affect more on the profit.

# Jai Corp Limited, Nariman Point, Mumbai, India

# Designation : Accountant

**Period of Service : 01.08.1986 To 31.03.1999**

### Job Profile

* Handled total accounts of the Trading, Factory, Transport, Stock Broker Division independently up to finalization

in manual & computerized accounting and got them audited.

***PERSONAL INFORMATION***

#  EDUCATION

**B Com,** Calicut University, Kerala, 1984

# COMPUTER SKILL

Good Knowledge of Accounting Software: Tally ERP9, Quick book, MS Word & MS Excel

# TRAINING ATTENDED

1 week training course for QuickBooks Accounting Software

**Date of birth:** 10 May 1964

Language skill in English, Hindi, Malayalam, Tamil

Indian Passport Number: J 2542612;

**UAE Driving Licence No : Yes**

**Visa Status : Employment Visa**

**Joining Time Required : IMMEDIATE**