**KRISHNA**

**KRISHNA.18145@2freemail.com**

Inclination to grow and evolve in the domain of Financial Management with an organisation of high repute.

# **Abridgement**

* A result oriented professional with nearly 10+ years of experience in Finance & Accounts, Accounts Payable, Accounts Receivable, Cash and Bank, WPS Payroll Processing.
* Presently working with an EPC company in Abu Dhabi as **Accountant (Payroll).**
* Strong analytical & organizational abilities with adeptness in formulating accounting systems and preparing accounting records/financial statements.
* Keen understanding & significant experience in concepts of Accounting, Book Keeping practices, developing Payrolls and handling Audits for the company.
* Proficiency in streamlining the working procedures, formulating cost effective solutions for enhancing the accounting and taxation operations.
* An effective communicator with excellent relationship building & interpersonal skills.

# **Core Competencies**

* Accounts Payable Reconciliations
* Accounts Receivable Petty Cash Handling
* WPS Payroll Processing Supplier Handling
* Finalization of Accounts General ledger

# **Career Recital**

**Since Feb’09 General Accountant Galfar Engineering & Contracting WLL Emirates, Abu Dhabi**

**Major Clients Handled** : Takreer, Adco, Gasco, Zadco, Transco, Petrofac and ABB

**Key Deliverables:**

* Ensure that staff payroll administration is verified for accuracy, properly processed and that all statutory payments are made on a timely basis.
* Prepare payroll sheet and hand over to Finance Manager for checking and approval**.**
* Generate SIF file and send to Finance Manager for uploading online
* Functions relating to Accounts, Banking and Cash-flow management.
* Following up of Receivables & Payables.
* Ensuring that all payments are made to vendors within the stipulated time frame & managing accounts payable within the pre-set parameters and reconciliation with parties.
* Bank reconciliations, stock reconciliations, accounts receivable and payable reconciliations
* Support external and internal audits
* Any other responsibilities related to finance and accounts to be assigned by the Accounts Manager from time to time and not covered above.
* Central Petty Cash Management & reconciliation ( 4 sites)
* Physical Verification of Assets at site.
* Expense claims on a monthly basis

**May’07 to Nov’08 Administrator (Business Banking) Genpact India Ltd. (GE Capital), Hyderabad**

**Key Deliverables:**

* Monitored and supervised the day to day functions relating to Accounts, Banking and Cash-Flow Management.
* Maintained the record of the payment run in the JD Edward and SAP.
* Ensured that the invoices are verified as per the statutory standards.
* Conceived, designed and supervised the preparation of MIS reports to provide feedback to top management on business performance.
* Interfaced with clients’ complaints and undertaking steps for effectively resolving them. Interacting with the customers to gather their feedback.

**Highlights:**

* Accredited with Team Award from GSK (client) and Individual Bronze Award for delivering exemplary performance.

**Aug’05 to Apr’07 Audit Assistant S.A.A.C Kerala, Kerala**

**Key Deliverables:**

* Carried out VAT Audit and implemented accounting/financial systems with a view to ensure smooth accounting operations and facilitating in internal control system.
* Performed analytical review of financial statements and evaluation of internal control systems for carrying out internal audits. Assisting Management in review of statutory accounts.
* Complied with VAT and IT return formalities.
* Maintained statutory books of accounts viz., journal, ledger, cash book and subsidiaries on time compliance of accounting standards.

# **Scholastics**

* Master of Commerce from Kariavattom Campus, Thiruvanathapuram, Kerala University in 2006.
* Bachelor of Commerce from University College, Thiruvanthapuram, Kerala University in 2004
* Pursuing Operational Level of Chartered Institute of Management Accounting ( CIMA)

# **Academic Project Undertaken**

Project Title : Financial Performance Analysis of Travancore Titanium Products

Organisation : Travancore Titanium Products ltd

Duration : 6 month

Responsibilities : Financial Performance Analysis

# **Certifications**

* Successfully completed a 6 month Certification course in Tally from Tally Academy, Thiruvanathapuram in 2004.

# **IT Skills**

* Proficient in handling Tally, ERP and SAP.
* Conversant with MS Office and Internet Applications.

# **Projects Undertaken**

Part of Discount Capture Project and Part of a Quality Green Belt Project, related to the reduction of Error payment in **SAP Payment Processing**

**Project Title** : **Discount Capture Project**

Duration : 6 months

Responsibilities : Call up the vendor in order to ask for the discount, if they receive the payment before due date

**Project Title : Errored Payment in SAP**

Duration : 6 months

Responsibilities : Introduced MERPS 4.7 (SAP) payment system was showing some error as it is picking up vendor which is not due for the payments

# **References**

**Available Upon request**

# **Personal Dossier**

Date of Birth : 26th December1981

Marital Status : Married

No. of Dependants : 2

Linguistic Abilities : English, Hindi and Malayalam

Nationality : Indian

Driving License Details : YES