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| **Unnikrishnan**  [**Unnikrishnan.19702@2freemail.com**](mailto:Unnikrishnan.19702@2freemail.com) |  |

**Profile Synopsis**



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Accomplished Chief Accountant Management Professional equipped with 22+ years of diverse experience, seasoned expertise and dynamism in orchestrating successful business turnaround and growth ventures within Large-size organization in UAE and India. Demonstrated expertise in all aspects of Accounts & Finance Management including but not limited to General Accounting, AR/AP, P&L statements, Cash Management, Maintenance of Book of Accounts, Balance Sheet, Reconciliation, Finalization, Budgeting, Forecasting, Cost Control, Invoices, Various Accounting Records, General Administration and Client Relations. Strategic thinker with significant contributions in core business activities with excellent skills in analysis, reporting and control of the financial flow of the company to drive efficiency and financial productivity improvements; Knowledgeable with various banking department activities having proactive approach in continuously developing and implementing process improvements. Very well adept with legal and regulatory environment along with the trends in foreign exchange; Desirous for continuous learning with excellent analytical, coordination, planning, organizational, problem solving, decision making, time management, communication and interpersonal skills; Seeks a challenging senior work profile to utilize gained knowledge, experience and management skills that will have valuable impact.

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| **Strengths** | |
| * Gained 22+ years’ experience in diversified industry * Accounts Payable & Receivables Management Skills * Adhere to GAAP/IFRS accounting principles & practices * Well Versed in Tally & ERP Accounting software’s * Finalization of Accounts & Reporting Skills | * Ingenuity of Local & International Accounting Procedure * Financial Analysis/Month End Audit & MIS Reporting * Reconciliation/Payroll & Cash Flow Management Skills * Fiscal Planning-Forecasting-Budgeting Skills * People Management & Leadership Skills |

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| **Educational Background** |

**Bachelor’s Degree in Commerce – University of Calicut, India 1994**

**Pre-Degree – University of Calicut, India 1990**

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| **Career Progression** |

**Chief Accountant – Al Reyami Contracting LLC, Dubai 2004 – Present**

**Accountant – Tax Law House, India 1996 – 2004**

**Audit Assistant – P.S Varadarajan CA, India 1995 – 1996**

**Audit Assistant – P.Mohan Associates Chartered Accountant, India 1993 – 1994**

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| **Achievements** |

* Gained 22+ years’ experience within diversified industry in UAE and India in domains of Chief Accountant, Accountant, Audit Assistant, Human Resource and General Administration.
* Established Senior Accounting skills & attained proficiency in analyzing issues in the field of accounting & financial operations.
* Contributed to present and previous companies in safeguarding finances by preparing accurate financial and accounting reports, ensuring reliability, worthiness moreover conformance with set policy and standards.
* Formulated and Implemented Financial procedures, maintaining and finalizing accounts as per statutory requirements.
* Displayed solid team leadership with the capacity to train, mentor, guide and motivate team to become a top-performing unit with focused on achieving or even surpassing company goals. Always encouraged teammates to understand where they are now with an eye for the future.
* Showed integrity and strong work ethics in keeping confidentiality in official records as well as flexibility in working well in cross-functional teams.
* Possess capabilities in providing solutions to complex natured operations issues plus strong commitment to deliver excellent work performance even in difficult and pressurized environment.
* Recognized by colleagues and superiors for delivering a sound and balanced accounting/financial judgment.

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| **Areas of Expertise** |

**Chief Accountant Management**

* Achieve accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews, preparing and completing action plans, implementing production, productivity, quality, and customer-service standards, resolving problems, completing audits, identifying trends, determining system improvements, implementing change.
* Handle full spectrum of financial & cost accounting role such as AR, AP, GL, forecasting, budgeting etc. up to completion including books of transaction, cash, credit settlements, credit control, invoicing and accruals.
* Coordinate, analyze and report the financial performance to the president and CFO(financial performance, projections and other special projects as required)
* Prepare short and long-term financial forecasts of performance for use by internal management and external parties
* Develop, implement & maintain accounting & administrative policies & procedures for a wide-ranging set of activities including financial accounting & reporting, employee relations (hiring/terminating policies) other corporate policies.
* Carried out tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities
* Preparation and review of any accounting transaction, general ledgers, payments & receivables.
* Prepare and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintain & balances subsidiary accounts by verifying, posting, reconciling transactions & resolving discrepancies.
* Summarize financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
* Produce payroll by initiating computer processing; printing checks, verifying finished product.
* Complete external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
* Facilitated the preparation of income statement, trial balance and balance sheet including updating & reconciling of debtors/creditors and finalization of book of accounts.
* Close general ledger, prepare journal entries, balance inter-company accounts, and complete balance sheet reconciliations, review work performed by other employees.
* Ensure the company financial records are maintained in compliance with company policies and generally accepted accounting principles (GAAP), research accounting issues as required.
* Responsible for all corporate and human resource activities including employee benefits, retirement plans, corporate insurance and related activities. This includes the coordination of these activities with all satellite offices as well.
* Financial planning and analysis covering budgeting, monthly re-forecasting, show analysis, and vendor contract analysis.
* Develop and implement various accounting procedures. Work with both internal and external auditors during financial and operational audits.
* Support the Company’s mission, vision, values and goals in the performance of daily activities.

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| **Proven Job Role** |

**Chief Accountant – Al Reyami Contracting LLC, Dubai -** *Al Reyami Contracting is a member of Al Reyami Group Lending Business Company in UAE. Al Reyami contracting is mainly for construction of building, major projects: ETA, DEWA, Utmost Properties, Caterpillar, Mobis, and Cleneland Bridges etc. with more than 500 workers.*

* Administered Finalization of Accounts & preparing Financial Statements, P&L, Balance Sheet & Cash Flow Statements.
* Effectively maintain computerized accounts (ERP), General Ledger, Accounts Receivables and Accounts Payables.
* Prepared daily cash flow forecast statements, month end closing, journal entries and reconciliation, general ledger and subsidiary accounts. Analyzed fixed assets depreciation for any capital additions, replacements, retirements etc.
* Oversee Bank Reconciliations and General Ledger Reconciliations. Review of AP Vouches and JE's approved.
* Analyzed weekly aging of accounts receivable, weekly open AP reports payments run and checks pack & follow up.
* Directed employee master set up and modifications in the systems, calculation of leave accruals and HR related reports, monthly payroll preparation and checking full and final settlement preparation etc.
* Oversee team performance and deliverables by deadlines, team Management and monthly performance review.
* Ensured regular Interaction with corporate Finance Manager on reports and queries.
* Carried out reporting on team performance at divisional level operations and preparation of MIS Reports.

**Accountant – Tax Law House, India**

* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice. Report to management regarding the finances of establishment
* Establish tables of accounts, and assign entries to proper accounts.
* Formulate, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Develop, implement, modify, and document recordkeeping & accounting systems, making use of current technology.
* Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
* Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.

**Audit Assistant – P.S Varadarajan CA, India**

* Responsible of internal controls, risk management, regulatory compliance and reporting functions.
* Execute audit functions to check the accuracy of accounting systems and procedures.
* Review, assess and recommend changes in accounting systems and controls of a business unit.

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* Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
* Check, inspect and reconcile bank deposits and payments.
* Check all accounting and clients' databases are updated and functioning properly.
* Study, inspect and assess, budgets, balance sheets and other related financial statements and records.
* Review and recommend changes in internal audit controls.
* Check and verify accounting books and records are in conformity with industry practices and corporate policies.
* Ensure compliance of regulatory guidelines and generally accepted auditing standards.

**Audit Assistant – P.Mohan Associates Chartered Accountant, India**

* Advise management on issues such as resource utilization and the assumptions underlying budget forecasts.
* Provide internal and external auditing services for businesses and individuals.
* Advise clients in areas such as compensation, employee health care benefits, and the design of accounting and data processing systems.
* Reconciliation of account balances with credit institutions in the accounting client with the data bank.
* Check for the balance sheet date of certain assets and the accuracy of the reflection of their value.
* Review client accounting and operating procedures and systems of internal control.
* Prepare financial statement reports and documentation supporting audit opinions.
* Administer recommendations for improved controls and enhanced business efficiency.
* Demonstrate ability to plan and manage engagements and people along with ensuring deliverables meet work plan specifications and deadlines.

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| **IT Proficiency** |

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* Proficient in MS Office application (Word, Excel, PowerPoint, Email applications and Internet).
* Adroit with Tally Accounting Package and ERP.

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