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| **Gulfjobseeker.com CV No:** **1320744**  **Mobile +**971505905010 / +971504753686  To get contact details of this candidates  Submit request through Feedback Link  <http://www.gulfjobseeker.com/feedback/submit_fb.php> | | | | | **C:\Users\Srija Ramesh\Desktop\Misc\IMG_0229.JPG** | |
| **------------------------------------------------------------------------------------------------------**  Experienced **Payroll and Accounts Professional** with proven expertise in the field of General Accounting, Payrolls, Payables-Receivables, Reconciliation, Trial Balance, Balance Sheet, Liaison with Banks-Creditors, and Coordinating with Auditors during their visits and Maintaining Client Relationship. Career record of achieving set goals and consistent work performance on the basis of dedicated work approach. Ability to work under pressure, effectively meet deadlines and maintain strict confidentiality of the company. A dedicated team player who possesses excellent analytical, problem solving, communication and business co-ordination skills. | | | | | | |
| **Strengths** | | | | | | |
| * Qualified & Experienced | | | * Accounts Payable & Receivable follow Up | | | |
| * Experience in Payroll | | | * Manual & Computerized Accounting Skills | | | |
| * Quick learner, adapting easily to new protocol | | | * Excellent Knowhow of Accounts Finalization | | | |
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| Academic Qualifications | |  | | | | |
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| **Master of Business Administration (Finance & HR)** from Sikkim Manipal University of Health, Medical and Technological Sciences, India.  **Bachelor of Commerce (B Com)** Degree from Kerala University, India. | | | | | | |
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| **Technical Qualifications** |  | | | | |
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| **Diploma in Computer Application (DCA)**  **Advance Diploma in Export& Import.** | | | | | | |
| Achievements | |  | | | | |
| * Awarded Best Employee in Landmark International in December 2013. * Gained 5+ years diversified experience in Payroll , Accounts Administration with reputed companies in UAE * Efficiently performed accounting functions in a manual and computerized system. | | | | | | |
| Payroll &Accounting Experience | |  | | | | |
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| **Payroll Executive May 2012-Present** | | | | | | |
| *Landmark International LLC (LMI), Dubai.*  (Landmark group is the leading retailer in GCC since 1980 and holding the various business units like Babyshop, Splash, Emax, Shoemart, Home centre, Max etc.. with the staff strength of 50000+ with 1600 stores across GCC. LMI- Retailing Fashion brands behalf of Landmark group since 2004 with the brand combination of Newlook, Koton, Reiss and Lipsy (from UK)with 100+ stores)  As part of Payroll Executive in Finance Team I used to do the following. | | | |  | | |
| * End to end processing of company payrolls * Ensure accurate creation, updation and maintenance of employee records in the payroll system * Upon receipt of relevant documents, ensure timely update of status change of employee by way of salary revisions/ promotions/transfers/exits Etc. * Maintaining leave, sickness and overtime reports. * Payroll reporting to meet internal and statutory obligations. * Process the employee benefits pertaining to leave salary, loans and advances, variable pay and miscellaneous payments as per eligibility and in line with policy * Update the leave records of all employees, process leave salary and issue LPO for Air ticket * Calculate and process employee provisions for Leave Salary, Gratuity, Air Fare & Incentive * Process payroll as per the agreed timelines * Collate payroll information, process, produce reports and journals and file. * Prepare and remit monthly superannuation contributions and quarterly employee statements. * Reconciliation of payroll related General Ledger accounts on monthly bases. * Preparation of payroll related reports for managers. * Upon obtaining clearance from all departments, responsible for preparation and payment of end of service benefits of all exited employees. * Preparing and maintaining employee details of the company. * Prepare and provide Payslips to all employees * Calculation of staff Overtime & Incentive as per the policy. * End of year processing and reconciliation including payment summaries. * Preparation of employee contracts and letters of offer. * Assisting with communication and processing of staff compensation claims. * Dealing with payroll HR and Payroll matters. * Providing administrative support to the Finance functions and data analysis using Excel. * Prepare all the reports of Payroll and reconciliations as per the requirement of Finance Manager to arrive on employee costs etc.. * Address employee payroll related queries in a timely manner  |  |  | | --- | --- | | **Accountant**  *Oman Insurance Company, Dubai.* | **Nov 2009-Apr 2012** | |  |  | |  |  |  * Generally responsible for processing the day to day collection of Insurance premium, payments to ensure a proper recording of transactions like deposit of Cheques & Cash. * Records and keeps track of payment transactions both Incoming and Outgoing in a timely manner. * Responsible for handling Petty Cash Fund, to ensure that all expenses are within the monthly budget. * Different Bank account reconciliation   **Accounts & Administration Officer Dec 2004 -Sep 2009**  *Pyary Products & Exports*  (A leading Soap Manufacturing Company in Kerala, India since 1931)   * Handling Debtors and Creditors ledger & Journal accounts. * Checking the day to day accounting like voucher, cash book, and reconciliation statement. * Preparing day to day accounting, Stock Register & Manufacturing Account. * Preparation and Submission of returns in Sales Tax Authority, PF, ESI & Central Excise * Payroll process. * Monthly report preparation & Overall office management  |  |  | | --- | --- | |  |  | | **Audit Assistant** | **July 2000-Nov 2004** | | ***K N Valsan & Company, Kochi, Kerala, India***  **(Chartered Accountants’ Firm)** |  | |  |  |  * Auditing and reconcile of Company Accounts. * Internal Auditing of different types of Companies and verification of all Books of Accounts. * Checking Journal entries, General & Parties Ledgers, Purchase & Sales entries and Reconciliation of Bank & Branch Accounts, etc. * Preparation of monthly Trial balance and Projected Statements of Accounts. * Responsible for Audit of Accounting Operations of various Companies. Passing Opening & Closing entries in Books of Accounts. * Finalization of Accounts of various type of Companies, Preparation of Schedules of Balance Sheet & P& L Account, Depreciation Schedules, Aging of Debtors & Creditors to the Balance Sheet as per the Law Etc. | | | | | | |
| IT Skills | |  | | | | |
| * System Used : HRMS & Oracle Apps R12 –ERP System. And Lotus Notes for communication * Well versed with MS office packages with the strong knowledge in Excel. * Followed Tally 9 Accounting Software * Computerized Accounting Soft wares. | | | | | | |
| Personal Details | |  | | | | |

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| Nationality : Indian  Date of Birth : 16thApril 1980  Marital Status : Married  Visa Status : Employment Visa  Languages Known: English, Hindi, Malayalam  Driving License : Valid U.A.E Driving License. |
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| Declaration |  |
| I do hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief. | |
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