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| CURRICULUM VITAEC:\Users\sudheesh\Desktop\sudheesh documents\photo sudheesh.jpg**Sudheesh** **E-mail:** Sudheesh.383137@2freemail.com **PERSONAL INFORMATION**  **Date of birth** **11.05.1976****Passport no.****J2092211****Sex** Male **Nationality**Indian**Marital Status:** Married**Linguistic Abilities:*** **English**
* **Malayalam**
* **Hindi**
* **Tamil**

**Computer Proficiency:*** **MS Office**
* **Tally**
* **Integra Acc software**

**Driving License:**Posses Valid UAE License **Gulf Experience:****Above 13 years in****Dubai.****Visa Status**: **Visit Visa** |  **OBJECTIVE***“10+ years of experience in Accounts and Administration with handling different financial packages and pursue a challenging position in Accounts / finance and Administration in your esteemed organization where by my skills and abilities will greatly enhance the success of our organization.* **EDUCATIONAL QUALIFICATION**COURSE : B.Com (Accounting)University : University Of KeralaYear : 1993-96COURSE : C.A Articleship FIRM : Kuruvilla & Jose,Chartered Accountants Kochi –IndiaYEAR : 1996-99 **EXPERIENCE**⮚ Worked with M/s.Abu Hail Contracting (LLC) DubaiAs Senior Accountant (From: August 2004 to April 2018) ⮚ Worked as Audit Assistant at M/s.Kuruvilla & Jose,Chartered Accountants, Kochi (1999-2003)   **WORK EXPERIENCE*** Maintaining proper Books of Accounts.
* Passing Journal, Purchase, Sales, Cash, PDC & Bank Entries.
* Handling daily Office Petty cash transactions.
* Preparing & Submitting to GM & MD on a monthly basis: -

Projectwise job Costing ReportReceivables & Payables StatementBank Reconciliation StatementBudget for Expenditure & Revenue next monthReporting to GM on weekly basis about Current Financial position of the Company.Preparing Daily Cash Flow Statement.Maintaining Fund Flow as per Receivables & payments.* Certification of Invoice for Payment to Suppliers & Sub Contractors

Based on Quotation, LPO, Agreement, Invoice & DO.* Preparing & issuing Current and Post Dated Cheques,Managing PDC

And advising Management by monitoring day to day Bank position.* Drawing cash from bank & Depositing received Cheques as per the due date.
* Processing Monthly Payments upon due dates (Utility Bills, Salik, Bank Loan, WPS, etc.)
* Preparing monthly Salary Statement with Overtime calculation &

Advance deductions & Submitting WPS Statement to Bank/Exchange House.* Preparing Project Payment Certificate for submitting to Consultants

Based on Percentage of Work done report from Project Manager.* Maintaining Document Expires database :-(Visa,Work Permit, Passport,Vehicle,Proj: Insurance,Fees etc)
* Reconciling Suppliers & Customers Statement of Account.
* Collection of Cheques & Payment Certificate from Clients and Consultants.
* Processing Deposit Refunds upon Completion of Project from

DM/DEWA/RTA.* Comparing BOQ/Budget with Actual payments & Reporting.
* Preparing Employees : Leave, End of Service Benefits & Loan Statements.
* Maintaining up to date Project Sales Register :- (Manually & Electronically)
* Passing Year End Closing Journal entries, Preparing Depreciation Schedule, Aging Analysis of Suppliers & Customers, Works In Progress /Closing Stock Statement, Scrutiny of General Ledger & Trial Balance prior to Statutory Audit Finalization.
* Assist both Internal & Statutory Auditors up to Audit Finalization.

  S**TRENGTHS*** Hardworking and confident.
* Good communication and interaction skills.
* Ability to adapt to any type of environment.
* Self motivated with a strong desire to learn.

 **DECLARATION**I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief. |