**Ratheesh**

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**PROFILE SYNOPSIS**

A professional, competent, resourceful and enthusiastic **senior accountant** with **M.Com** graduation who has extensive experience in the field of accounting& auditing and possess the required knowledge and skill needed to prepare and deliver relevant and reliable financial information in accordance with generally accepted accounting principles and Financial Reporting Standards. Contribute extensively to team work and always displays a willing and helpful manner when resolving, analyzing and investigating various accounting issues and discrepancies.

**STRENGTHS**

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| o Highly experienced Senior Accountant | o Progressive work experience in Gulf |
| o Accounts finalization-financial statements preparation | o Excellent experience in fund management |
| o Strong managerial & team leadership skills | o Excellent analytical & problem solving |
| o Diversified industry work exposure | o Versed in accounting-financial software |

**EDUCATIONAL QUALIFICATIONS**

**Masters of Commerce**, Calicut University, Kerala, India

# ACHIEVEMENTS

* Surpassed set target and exceeded management expectation, deadlines, thus recognized by the company management.
* Improvement initiatives as well as implementation of control measures.
* Successful in independently handling accounts of the company up to finalization.

# CAREER PROGRESSION

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| **Senior accountant**  Atconz DMCC – Jumeirah lake Towers, Dubai  Working as senior accountant for Building Material, Construction, Real Estate and oil & Gas divisions of Atconz DMCC. | **May 2010 – Present** |
| **Accountant**  Rock worth Contracting Co LLC (Al Reyami Group) | **Sep.2006 – May.2010** |
| Contracting company specialized in the construction of multistory building under the brand umbrella of Al Reyami  group. | |
| **Accounts Assistant**  Malabar Electronics, Sharjah | **Sep.2004 –Sep.2006** |
| Authorized dealers of all brands of mobile phones and automobile accessories. |  |

**AREAS OF EXPERTISE**

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| **Accounts Management**   * Adept at reviewing accounting records and other financial data to assess accuracy, completeness and conformance with company policies and applicable reporting standards. * Provide leadership, direction and training to assistants / juniors on accounting systems. * Take care of accounts receivable follow up; prepare reconciliation statements & final accounts such as Profit & Loss Account and balance-sheet. * Support the external audit in carrying out and ensuring timely completion of audit. * Exposed in interacting with banks, vendors, auditors, and other third parties dealing with the company. * Very well experienced in handling accounts up to finalization in a computerized environment. * Adept with calculating staff payroll, leave salary and end of service benefits. |
| **Financial Management & Controls**   * Manage all financial accounting, controlling and reporting activities of business group including banking transactions and funds management. * Analyze financial results and provide the management with a clear understanding of financial performance and financial effects / implications of business plans & strategies including ways and means to maximize profitability by cost control measures and to increase Net Worth. * Prepare financial forecast for capital budgeting and cash flow requirement. |

**PROVEN JOB ROLE**

**Senior Accountant –** Atconz DMCC

**ERP : Microsoft Dynamics**

* Reporting the finalization of accounts to the Chairman and CEO.
* Spearheaded 3 Junior Accountants.
* Compiled and prepared reports of the entries posted by the Junior Accountants; checked and approved same.
* Monitored daily bank balances through Internet banking and prepared Daily Bank Balance statement.
* Checked Daily Outstanding Statement updated by the Junior Accountants. Determined the payments which are to be made based on the availability of funds as per the Daily Bank Balance Statement, after discussing with the CEO.
* Analyzed and checked the Cheque Payment vouchers and Cheques after every transaction made.
* Organized the Bank Reconciliation Statement in the Accounting package and prepared for presentation.
* Created various MIS reports such as monthly Profit & Loss Account and Balance Sheet.
* Liaised with the CEO and Chairman on reports presented.
* Facilitated staff salary by monitoring their leave records and daily attendance. Organized monthly salary transfer instructions maintaining its confidentiality and taking approvals from CEO and Chairman.
* Calculated the staffs leave salary, gratuity and end of service benefits. Kept confidentiality of staff salary break up records, increment and bonus records.
* Prepared the VAT summary and updated the return on the Federal Tax Authority online system.
* Mapped Chart of accounts and developed report format for Microsoft Dynamics customized for all companies under the Atconz Group.
* Co-ordinated with external auditors for the yearly audit as per IFRS Standards.

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| **Accountant**, Rock worth Contracting Company  **ERP : Reyami Business Solutions**   * Assure that accounting records are prepared and maintained as per the company’s accounting policies, procedures and chart of accounts. * Vendor reconciliation and preparation of AP aging report. * Customer reconciliation and preparation aging report and follow up the payment. * Ensured accuracy of all the daily transactions posted in the system. * Created reports based on the needs of the Finance manager and consistently assisted them on any relevant information that aids for effective decision-making. * Posting of all types vouchers such as payment,receipt,Jounal and petty cash * Prepared the payroll as per the time sheet approved by site engineers for workers and attendance sheet as per the attend machine for staffs. * Preparing End of service benefit and annual leave as per the HR policy and UAE labor law. * Co-Ordinated with Internal auditors and support the FM to take corrective action. * Ensure that proper control in cash expenses and receipts. * Any other tasks assigned by Finance manager. * Assist the Finance Manager in preparing yearly budget. |
| **Accounts Assistant** Malabar Electricals, Sharjah.  **ERP : Tally**   * Generating customer invoice and collecting the payment. * Maintained the petty cash and updated the Expenses in the system. * Reconcile the vendor balance and arrange the payment as per the agreed terms. * Follow up with the customer for the payment based on aging report. |

# SKILLS

* Well-versed with ERP accounting software such as Tally, Microsoft Dynamics, Peachtree.
* Proficient with MS Office Suite (Word & Excel), e-mail applications, internet surfing and web research.

o ISO 9001:2015, BSOHAS 18001:2007, ISO 14001:2015.

* Thorough knowledge in accounting as per IFRS AND GAAP.
* Excellent Communication, research, problem solving and time management skills.
* High level of accuracy, efficiency, accountability, attention to detail.
* Ability to build relationships with clients and internal departments.

# PERSONAL DETAILS

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| Nationality | : Indian |
| Date of Birth | : 30.05.1981 |
| Marital Status | : Married |
| Visa Status | : Employment Visa (NOC in hand, Available Immediately) |
| Driving License | : UAE + Own Car |
| Languages | : English, Hindi, Malayalam |