**Karunakara**

**Accounts, Finance & Administration**

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|  | **PERSONAL SUMMARY**A Positive thinking and well experienced academic, possessing drive, ambition, and ability. Having a broad knowledge of organizing, managing and supporting the day-to-day activities required for running an organization. Having overall 9+ years of experience in this industry and Excellent organizational skills gained through all-round administrative experience. Willing to relocated and adaptable to new circumstances.**OBJECTIVE**Looking for an opportunity for personal development and career progression with a reputable academic or any dynamic and competitive environment, where I would be able to significantly contribute to the organization’s goodwill and continuously enhance my skill-set.**WORK EXPERIENCE**1. **Mechanical Services in Dubai, UAE (2017 June to 2019 Nov )**

 **Role: Accountant.*** Working as head of Finance and Accounts, fully responsible for all finance and Accounts related activities of the company.
* Follow up of major clients for receivables, to release our payments without hampering relations.
* Efficiently managing payable with releasing payment as per agreed terms and conditions.
* Handling and keeping good relation with Bankers, Client and Suppliers.
* Handling VAT Filing, and Pay roll according to WPS guidelines of central Bank.
1. **Hotel in Abu Dhabi, UAE ( 2014 May to 2017 June ) Role: Accountant.**

**General Ledger-*** + Ensuring that provisioning of various expenses and incomes are made before closing of reporting period along with allocation of prepaid expenses.
	+ Ensuring inter-company balances with subsidiaries are reconciled at every reporting period end.
	+ GL cleaning work done at each year end, identifying non-moving GL balances and writing off/back the balances after getting management approval.
	+ Trail balance scrutiny- variance analysis of GLs at every month end and reporting to management.

**Accounts Receivable –*** + Responsible for rising Invoices as per the Contract. Follow-up for payments from clients as per the payment terms. Preparing the Reconciliation Statement of Clients Ledger Accounts.
	+ Monitoring the Debtors’ Accounts for ensuring Timely Receipts, Analyzing & Preparing Credit note as per Management advice.
	+ Reconciliation with major customers at every quarter end, settling disputes and obtaining balance confirmation.
	+ To Submit the Aging Summary/Accounts Receivable report every fortnightly to Management office.
	+ To conduct monthly credit meeting, including explaining past due accounts and outlining plans for collection.
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| **Contact Details** : karunakara-395952@gulfjobseeker.com**Passport Details*** Date of Expiry :21-11-2021

**Visa Status*** Employment ( Canceled )
* Ready to Join Immediately

**Driving License**Date of Expiry :22-11-2021**Area of Expertise*** Accountancy and Book Keeping
* Front Office Management
* Staff Performance Analysis
* Budget Control &Cost Control
* Staff Recruitment & On Boarding
* Sales Coordinator

**Professional Skills*** IT Skills
* Leadership Ability
* Pro-active Approach
* Strong Communication
* Team Building Skills
* Able to Delegate

**Professional Qualifications*** Tally 9 ERP
* MS OFFICE
* Internet Applications
* IDS (Intellectual Data System)

**Academic Qualification*** **Post Graduate in Commerce (M.com) with**
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| **Accountancy** main from “Karnataka State Open University Mysore” of Karnataka -India, June-2013* **Graduate in commerce (B. Com) with accountancy** Main from “Karnataka State Open University Mysore” of Karnataka – India, June-2009

**Key Skills** * Leading by example, providing clear management and leadership.
* Innovation ideas for the ultimate growth of Organization by means of statistical and analytical thinking.
* Emotionally Matured, self- oriented, Self-motivated & pro-active person.
* Good office management skills and computing skills.
* Coordination of maintenance of systems, document records, space management, etc.
* Self-motivated with the ability to work on my own initiative.
* Good communication skills

**Languages** * English ,Hindi, Kannada

**Computer Skill** * Knowledge of using a range of office software, including email, spreadsheets and databases.

**Hobbies*** Traveling

**Personal Details*** Nationality : Indian
* Marital Status : Married
* Date of Birth : 19/07/1984
* Gender : Male
* Nationality : Indian
 | **Accounts Payable –*** Responsible for timely payment to vendors and suppliers within due dates as per purchase order.
* Ensuring that payment is made strictly as per the terms and conditions of purchase order.
* Preparation of monthly and quarterly GRIR & advance ageing report and making necessary follow-ups.
* Reconciliation with major vendor at every quarter end, settling disputes and obtaining balance confirmation.

**C) Manappuram Group of Companies Kerala, India. ( 2011 May to 2014 May ) Role : Manager*** Administering HR Systems and Monitoring Staff Attendance & Staff Absenteeism on daily basis. I am flexible with **strong team-working skills, able to work individually or as part of a group**. Involved in a wide variety of tasks in areas such as admission resource planning, marketing and recruitment.
* **Accounting and Book Keeping** for day to day departmental activities.
* Conducted **kick-off meetings with external suppliers and service providers.**
* **Communication with various stake holders and management** via various means like telephone and emails on daily basis.
* **Monitoring Staff attendance and absenteeism** on daily basis.
* Member of **staff recruitment interview** panel.
* Effectively maintained company job portals and personal files of employees.
* **Ensured a healthy working atmosphere with colleagues** and have built sound interpersonal relationships.
* **Entering the concise work results in the HR System** which assures its confidentiality.
1. **Aryadurga Agencies. Karnataka India, ( 2005 Oct to 2011 May) Role : Sales Coordinator**
	* Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
	* Ensuring the adequacy of sales-related equipment or material. Responding to complaints from customers and give after-sales support when requested.
	* Communication with both bank and client.
	* Checking mails from bank and clients response them quickly.
	* Preparing daily report, verify documents etc.

Yours Sincerely**Karunakara** |