|  |
| --- |
| **Hareesh Varikkatt**Email. hvarikkatt2020@gmail.comMob number : +971 567127585What’s App: +971 567127585Vadayath house, Annamanada(PO),Thrissur(DT),Kerala, India.**Profile Summary**  |

Organized and experienced accounting professional with more than 15 years’ experience in various industries such as Jewellery, Manufacturing Company, Travel Agency and Electronic Trading company. Strong understanding of all aspects of accounting and financial management.

**Areas of Expertise**

* Budget Creation, Forecasting & cost Analysis
* Financial statement preparation.
* Liaising with Internal & External Auditors.
* Reporting & Documentation.
* Credit Controlling.

**Skills**

* Ability to work independently.
* Problem solving Skills.
* Quick and timely decision -making.
* Confidentiality.
* Interpersonal skills.
* Stress tolerance.

Educational Background

* Bachelor’s Degree in Commerce from Calicut University Kerala, India in 2000.
* Executive MBA in Financial & Marketing Management from NIBM Kerala, India in 2016.
* PG Diploma in Computer Applications from SKILTEK COMPUTER CENTRE, Kerala, India in 2002
* Practical Training in Financial & Management Accounting (Tally) From The Institute of Accountants, Kochi, Kerala, India in 2002.

Computer Proficiency

* Microsoft Office
* Windows 2000, XP, 10
* BAAN, ACURATE, E-TRAVEL
* Tally erp-9, Peach Tree, Daceasy, QuickBooks.

**EXPERIENCE**

**AL HASHAR ELECTRONIC LLC, RUWI, MUSCAT, OMAN (Aug 2014 – Dec 2020)**

**Designation: Chief Accountant**

Reporting to the FM, Responsible for the preparation and interpretation of financial and operational reports to support management for achieving company targets. Responsible to manage a team of 7 members.

**Job profile:**

* Preparing and submitting reports to management in weekly and monthly.
* Preparation of monthly cash flow statement.
* Handling negotiation with banks, customers and suppliers.
* Establishment of credit control policies and procedures.
* Identifying the area of cost cutting and improvement.
* Handling Debt management, Credit management and Payroll management.
* Handling Export and Import documentation, LC, LTR etc.
* Manage monthly, quarterly and year end closing of financials as per the accounting standards.
* Liaising with internal & external auditors for a monthly, quarterly and year end finalisation of balance sheet.
* Maintained strategic relationship with high degree of creditability, resolving issues quickly.

**SAFEER TRAVEL & TOURISM LLC, AL KHUWAIR, MUSCAT, OMAN (July 2013 – July 2014)**

**Designation: Senior Accountant.**

Reported to GFM, responsible for entire accounts for the travel agency.

**Job profile:**

* Handled daily financial transactions.
* Preparation of Cash book and Bank book.
* Preparation of Receipt and Payment vouchers.
* Manage BSP (IATA) payments.
* Manage reconciliation of various ledgers and pass necessary entries.
* Handled debt management as per the company guidelines.
* Maintain all fixed assets and its schedule of deprecation.
* Preparation of budgets in consultation with Travel manager.
* Review of budgets V/s Actual and submitted variance report to management.
* Handle payroll management system.
* Preparation of profit and balance sheet as per the accounting standard.
* Responsible to submit various reports to management in weekly and monthly basic.
* Liaising with internal & external auditors for a monthly, quarterly and year end finalisation of balance sheet.
* Perform related duties and responsibilities as assigned.

***NATIONAL DETERGENT COMPANY S.A.O.G,GHUBRA, MUSCAT, OMAN*  (Jan 2008 – July 2013)**

**Designation: Accountant**

Reported to CFO. Responsible for the accounts receivable of the company. Responsible for a team of 4 members.

**Job profile:**

* Coordinate and manage daily activities of Branch Accountants.
* Handled Bank, Cash & Petty cash Accounts.
* Maintained Receivable Accountants.
* Handled new customer code creation.
* Maintained blocking and unblocking customers, sales orders.
* Monitored overdue accounts and co-ordinate with the sales team.
* Maintained credit control as per the company policy.
* Responsible for quarterly stock taking in branches and reporting the various to the CFO
* Bank reconciliation.
* Prepare payroll and leave salary.
* Participating of monthly, quarterly and yearly closing of financials.

**SKY JEWELLERY, RUWI, MUSCAT, OMAN (June 2005 – December 2007)**

**Designation: JR. ACCOUNTANT**

Reported to Sr. Accountant (HO), responsible for Branch Accounts.

**Job profile:**

* Handled day to day transactions.
* Handled HR related activities.
* Preparation of receipt/payment vouchers.
* Preparation of journal vouchers.
* Manage salary and leave salary preparations.
* Maintain stock ledgers.
* Responsible to take sock daily, monthly and report to the variance to HO.
* Bank reconciliation.
* Preparation of final ledgers and inventory report.
* Customer Service and coordination.

Personal Details

Date of Birth : 09-05-1978.

Nationality : Indian.

Passport No : U7317605

Gender : Male.

Marital Status : Married.

Languages Known : English, Malayalam, Tamil and Hindi.

Visa Status : Visit

License : Oman Driving License

Declaration:

I hereby declare that the above furnished statements are true to my knowledge and belief.

 Hareesh Varikkatt