

# PRAVEEN KS

Bin Omran • Doha Qatar • Phone: +974 30652518 • [praveenks101@gmail.com](mailto:praveenks101@gmail.com)

Highly focused Accountant with an excellent employment record of accuracy and client satisfaction. Seeking a position in your esteemed organization. Able to work well independently or as part of a financial management team.

## VALID Qatar Driving License

### General Administration:

- Office Administration
- Attending & Handling new business Enquiries
- Managing & controlling petty cash Expenses.
- Monitoring Inventory & Store management

### Key Skills:

- Teamwork
- Reporting & Follow-up
- Honesty and integrity.
- Time management.
- Strong communication skills.

### Functional Areas:

- Account Reconciliation
- Bank Reconciliation
- Debtors & Creditors Reconciliations
- Review budget Proposals and funding requests.
- Ageing Reports
- Asset Management
- Book keeping
- Credit Management
- Debt Management

### Communication Skills:

- English
- Hindi
- Malayalam
- Tamil

### Hobbies:

- Listening Music
- Singing
- Gym

### References:

Available  
from October 2022

## PROFESSIONAL EXPOSURE.

- ✓ Worked as a **Sr Accountant** - in **Como Facilities Management Services** under AQI Group of companies in Doha, State of Qatar. Subsidiaries like Facility Management Services Reporting to Finance Manager (Since 01/06/2020 to 25/08/2022 )
- ✓ Worked as an Accountant in Al Diyar Al Qataria Subsidiaries like Catering & Life Support Services, Restaurants & Café Outlets. Reporting to Chief Accountant (April 2019 to May 2020)
- ✓ Worked As an Asst. Accountant in Shaqab Group of Companies (in Various Sites) from 2008 to 2019

## STRATEGIC ROLES & RESPONSIBILITIES.

- ✓ **Accounts Receivables:** - Posts revenues by verifying and entering transactions & Updates receivables by totaling unpaid invoices. Resolves valid or authorized deductions by entering adjusting entries.
- ✓ **Budgeting & Reporting** - Assisted to higher level in effective budget planning and spending. Conducted reviews of budget proposals and analyses of data to determine the correct allocation of funding.
- ✓ **Accounts Payable:** - Review all invoices for appropriate documentation and approval prior to payment. Prioritize invoices according to cash discount potential and payment terms Process cheque requests. Match invoices to cheque, obtain all signatures for cheques and distribute cheques accordingly. Reconcile vendor statements, research and correct discrepancies.
- ✓ **General Entries:** - Prepares asset, liability, and capital account entries by compiling and analyzing account information. Substantiates financial transactions by auditing documents.
- ✓ **Bank Reconciliation:** - Prepares assigned bank reconciliations on a monthly basis and daily basis as it becomes necessary. Posting Online receipts, cash, Credit cards cheques, besides supplier's payment via TT online transfer. Assists in documentation and monitoring of internal controls.
- ✓ **Preparation of Cash flow Statements:** Preparation of cash flow statements monthly/weekly basis and reports to the Finance Manager and ensure that financial records are accurate.
- ✓ **HR & Admin Related Works:** - Pay Roll Verification
- ✓ **Management Information System:** - Preparing MIS and reporting to Finance Manager with Detailed P&L, Balance Sheet
- ✓ **Inventory:** - Controlling the Stock movement and Inventory

## HIGHLIGHTS

---

- ✓ Multi-Tasking
- ✓ Team Cooperation
- ✓ Ability to work under Pressure
- ✓ Team Player

## EDUCATIONAL BACKGROUNDS

---

- ✓ B. Com [Bachelor of Commerce]
- ✓ Plus 2 – [Board of Higher Secondary School Kerala]
- ✓ SSLC

## INFORMATION TECHNOLOGY:

---

- ✓ Working experience in Other ERP environment such as Tally, Microsoft Dynamics 365 ERP
- ✓ Hands on experience in MS Office tools such as Word, Excel, Power Point

## PERSONAL DOSSIER:

---

Full Name : Praveen Kothanattu Sankarankutty  
Date of Birth : 21<sup>st</sup> February 1985  
Father Name : Sankarankutty KR  
Marital Status : Married  
Sex : Male  
Nationality : Indian  
Permanent Address : Kothanattu House Post: Chalakudy, Chenathunadu,  
Dist: Thrissur, Kerala, India – 680307

## PASSPORT DETAILS:

---

Passport Number	: P7153208	Place of Issue	: Doha
Date of Issue	: 27.12.2016	Date of Expiry	: 26.12.2026
QID	: 28535615342	Date of Expiry	: 02.06.2023

## DECLARATION:

---

I hereby declare that aforesaid information is correct and complete to the best of my knowledge and belief.

Praveen KS  
Doha - Qatar