

SREESESH KAKKARAYIL

Accountant

Abu Dhabi, UAE.

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OBJECTIVE:

To be a part of a successful organization and contribute towards organization's success, by utilizing my strengths and potentials for betterment of self as well as of the organization. And seeking a challenging career in a progressive organization to expand the horizons of knowledge and contribute towards the growth of the organization.

Career Highlights

No. of Years : **14 Years' Professional Experience**

Work Experience

New Medical Center Specialty Hospital LTD- Al Ain, A unit of NMC Healthcare LTD, UAE

Designated as Finance Executive from 26 May 2016 onwards.

Duties & Responsibilities:

As **General Accountant** from Mar 2019 to till date.

Role Highlights: Initiated automation in major monthly Book closing works & internal reports with self-created excel templates.

- ✓ Preparation of MIS Reports, Profit or Loss Statement, Balance Sheet, Cash Flow Statement, Financial Statements, Doctors' KPI Reports, Revenue Repots, Variance Analysis, Departmental Costing, Revenue Leakage Report, Patient Due Reports, Insurance Case Mix, Referral Reports, CMI analysis, Perdiem & DRG Variance analysis, Doctors CTC & Incentives Calculation works, etc.
- ✓ Reconciliation of Sales revenue with TB, Revenue rejection provision works, Preparation of Inventory & movement Schedule (gen-store, med-store, sci-store), preparation of Staff Salary Schedule, Outstanding Liability Schedule, VAT (Tax) reports reconciliation, Maintain tracker for Electricity & Water consumptions, prepare Insurance Schedule, Short Term Rent and IFRS 16 entries, Fixed Asset Register & Depreciation Schedule, Prepayment Schedules, Clinic consumption, intercompany transactions, GRN reconciliation, Stock Adjustment entries, Intercompany reconciliation & Balance Transfer, etc.
- ✓ Preparation, review, finalize Capex, MIS, HR Budget annually as per management requirements.
- ✓ Preparation of daily reports like, Daily Sales Vs Budget, Daily Hospital Footfall, Finalized Bills Ageing, Un-finalized Revenue ageing, etc. & Preparation of Weekly Sales Reports and indicate the position of sales with budget.

- ✓ Monitoring Daily collection and bank deposits, credit card and cheque collection reconciliation.
- ✓ Cost optimization works; Salary, Rent, AMC contracts and scrutinize ledgers.
- ✓ Audit requirement works, Stock Audit Works.
- ✓ Preparation of ongoing project reports, other reports required by management.

Duties & Responsibilities:

As **Payable Executive** from Mar 2018 to Mar 2019

Role Highlights: *Completed reconciliation of supplier statements from 2015 onwards & settled disputes.*

- ✓ Vouching and numbering of Suppliers' invoices submitted by Central Stores Department and post to each expense. New party creation as per requirements & verify the Vendor contracts.
- ✓ Prepare payment advice as per agreed terms. Reconcile Vendors' SOA with hospital SOA.
- ✓ Keep a good relationship with all vendors with all available communication medium.
- ✓ Prepare & submit the outstanding balance Schedule to HO monthly.

Duties & Responsibilities:

As **Main Cashier** from May 2016 to Feb 2018.

Role Highlights: *Streamlined all cash payments with continues monitoring of cash-out flow guidelines.*

- ✓ Collect Daily collection from All Counters & tally with reports, deposit to bank account & Daily closing of cash, accounting of daily closing entries cash, credit, cheque.
- ✓ Reconcile credit card transactions with bank statement.
- ✓ Manual invoice, quotation, patient bill summary, etc. preparation as per hospital requirement.
- ✓ Process salary payment as per Payroll instructions & Cash payment as per approval, maintain registers & vouching of expenses.
- ✓ Documentation & follow ups of advance payments, Refunds, Cancellations, etc. & upkeep the documents with due importance, Secrecy and passing the relevant information to smooth functioning of the department.

Previous Experience

❖ **UAE EXCHANGE CENTER CO WLL, Bahrain.**

Designated as Branch In-charge from Nov 2009 to Sept 2015.

Duties & Responsibilities:

- Dealing customers and employees & manage the branch and complete all duties as assigned by higher level management within stipulated time.

- Attend and respond to all the mails/enquires received either from higher level management or from customers including corporate & represent and manage the Exchange in a manner that maintains and expands positive relations with all customers.
- Manage customer enquiries and refer customers to the proper service area if any issue pertains. & Complete all day end procedures and maintain customer files (as needed).
- Maintains the highest level of confidentiality with all information obtained & comply with all department and company policies, procedures and regulations.
- Allot marketing and business development activities to business development team and proper verification of activities.
- Proper observations and care for cash and other valuables movements & monitor all the transactions and cash movements and tally with system & arrange the currencies as per the requirement of the branch and disposable of excess stock.
- Ensure the stocks are always tallied with system and Surprise stock verification & maintain optimum stock of cash and foreign currencies at branch and supervise disposable of daily collection.
- Verification of all registers are daily updated by concerned staffs. Assist the Auditor with their requirements.

Previous Experience

❖ **Jacob& George, chartered Accountants, Kannur, Kerala.**

Designated as Accounts & Auditing Assistant from September 2008 to July 2009

Duties & Responsibilities:

- Accounting and auditing accounts of Companies, Firms etc.
- Verifying & rectify errors in Ledger Accounts.
- Verifying cash with Cash Register. Preparation of Balance sheet, P&L A/C, T B etc.

Academic Qualification

Bachelor in commerce (2003 to 2006) from Vivekananda College, Kannur, Kerala (University of Calicut).

Technical Qualification

MS Office, Inhouse Accounting Software (ERP, FA, FAMS, HIS-Insta, etc.), Tally, PeachTree.

Personal Information

Nationality	: Indian
Date of Birth	: 23-Feb-1985
Gender	: Male
Marital Status	: Married
Passport No	: S4676963

Certificate/references provide up on request.

SREEESH