

SAITHALAVI VILAKKU PATTATHIL

Accountant



CONTACT ME



vpsaithalavi8343@gmail.com



+971 50 795 6994



Al Ain - UAE

SYNOPSIS

Professional Accountant with 7+ years' extensive experience and proven track records in Accounts & Finance domain within Hydraulics - Automotive, Building Materials - Construction, Food - FMCG, Lights - Electronics, Mobiles & Spare Parts Industries. To ensure a challenging position in a growing organization where my knowledge and abilities can be utilized with opportunities for the professional and organizational growth.

KEY SKILLS

- Ability to work under pressure.
- Good time management skill.
- Exercising internal controls.
- Strong problem solving and analytical skill.
- Honesty and simplicity in speech and action.
- Ability to work in a team.
- Able to handle multiple tasks.
- Thinking creatively to solve complex problems.
- Friendly with everyone.

EMPLOYMENT HISTORY

AL BITTAR TRADING & CONTRACTING CO, Doha-Qatar
Accountant, May 2017 - June 2021

- ❖ Maintained books of account in accordance with accounting policies and procedures of the company.
- ❖ Preparation of month end reports and reconciliation of various accounts (Debtors, Creditors, income & expense analysis, P&L and Balance sheet).
- ❖ Supervised treasury function and payroll of the company through WPS within the time frame.
- ❖ Full Stock provision analysis & ageing movements to reduce aged stock as well as depreciation.
- ❖ Performed general accounts analysis and reconciliation includes Bank Statements, Fixed assets, accurate prepaid expenses.
- ❖ Reporting to the finance manager; Preparation of confidential reports by weekly, monthly & FY end and provide assistance to the finance manager when required.
- ❖ Provide details with the supporting documents when needed to the auditors while auditing - Internal, External and Yearend auditing.

ZOOM SKY GROUP, Kerala-India

Staff Accountant, July 2015 - May 2017

- ❖ Preparation and Maintenance of various registers like Purchase Register, Sales Register and Journal register, Debit Note Register, Credit Note Register, Stock Register, Post Dated Check (PDC) Register etc.
- ❖ Sending statement to customers and systematic follow up to ensure prompt receipts.
- ❖ Preparing WPS for salary and wages disbursement.
- ❖ Handling petty cash & bank reconciliations and preparation of routine journal entries.
- ❖ Assisting in finalization of accounts during year-end.

ZEPHYR TECHNOLOGIES & SOLUTIONS PVT.LTD, Kerala-India
Accountant, June 2014 - June 2015

- ❖ Preparing invoices and ensuring timely dispatch of invoices.
- ❖ Handling petty cash and controlling cash management.
- ❖ Prepare and posting of journal entries for all regular and transactions.
- ❖ Preparation of P/L accounts and other management reports.
- ❖ Handling receivables and payables according to company policies.
- ❖ Keeping the company documents and data's as confidentially.

CORE COMPETENCIES

- Purchase & Sales
- Accounts & Finance
- Accounts Payable & Receivable
- Reconciliation
- Finalization of Accounts

LANGUAGES KNOWN

English	<div></div>
Malayalam	<div></div>
Hindi	<div></div>
Tamil	<div></div>

PERSONAL DOSSIER

Gender	: Male
Nationality	: Indian
Passport No	: T2624298
Visa Status	: Visit Visa
Date of Birth	: 23/03/1991
Marital Status	: Married

REFERENCE

- Available upon request.

ACADEMIC QUALIFICATION

- ❖ MBA - Master of Business Administration in Finance - Bharathiar University - Tamil Nadu, India.
- ❖ B.Com - Bachelor of Commerce in Accounting and Finance - University of Calicut - Kerala, India.
- ❖ VHSE - Vocational Higher Secondary Education in Science and Electronics - Govt. of Kerala, Board of VHSE - Kerala, India.
- ❖ Matriculation - SSLC - Govt. of Kerala, General Education Dept. SSLC - Kerala, India.

ADDITIONAL CERTIFICATIONS

- ❖ SAP R/3 FICO - Systems Applications and Products in Data Processing - Al Ihsan Institute of Certified Accountants - Kerala, India.
- ❖ DCFM - Diploma in Computerized Financial Management - Tally ERP 9, Peachtree Premium, Manual Accounting and MS Office Suite Advanced - Anglo's Commerce Zone - Kerala, India.
- ❖ ICT - Information and Communication Technology - Computer Hardware, MS Office Suite, Computer Fundamentals and Internet - NCVT- Govt. of India - Ministry of Labour and Employment - Chennai, India.

COMPUTER PROFICIENCY

- ❖ Forza Retail, Max Trade (Customized Accounts Software in my former company).
- ❖ Computerized Accounting (Tally ERP 9, Peachtree).
- ❖ MS Office Suite Advanced (Excel, Word, Outlook, PowerPoint).
- ❖ Operating System (Windows XP, Vista, 7, 8, 10, etc.).
- ❖ Internet Applications.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Yours truly,

SAITHALAVI VILAKKU PATTATHIL