

PRADEEP KUMAR R

Chief Accountant / Sr. Accountant

Present Location: Dubai, U.A.E Mob: 055 9322262

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Objective:

To be the part of a dynamic institution and looking for a challenging and rewarding position where I could utilize my skills and abilities for an accelerated progression through my career

Professional Summary:

- **A total of 21 years experience in Finance and Accounting operation in the following companies**
 - June 2013 – 31st till now TOP GEAR USED CAR TRADING L.L.C. Dubai, UAE.**
 - **July 2009 – 30th September 2012 in AL Arrab Contracting Co. Riyadh, Saudi Arabia.**
 - **May 2001 – Jan 2009 in Al Dahiya Constructions & Real Estate Manama, Bahrain.**
 - **August 1997 – January 2001 in J & P Co. Dubai U.A.E.**
 - **June 1993 – June 1997 Rowad National Plastic Co. Ltd. Riyadh, Saudi Arabia**
- **Exposure in financial year end closing procedures and timely reporting.**
- **End user experience with Microsoft Dynamics AX-2009 and Tally in finance and accounts.**

Educational Qualification:

- **B com from Gandhi University studied Financial Accounting and Costing as Special Subjects**

Technical Skills:

One year Diploma in Computer Application (DCA) from NICT Quilon in 1991 studied Dos, Lotus WordStar & Dbase

- **Microsoft Dynamics End user training from Microsoft AX team.**
- **Excellent operation skills of Windows, master in Word, Excel, Power point & Internet.**

Roles and Responsibilities:

- Payroll verification for total employees for the company.
- Implements and ensures adherence to corporate finance and accounting policies and procedures.
- Overseas and directs company's accounting activities including General ledger, Accounts payables, Account receivables, Payroll
- Fixed assets period end/ year end closing.
- Manages Accountants and daily review general entries, Verifies accuracy and compliance with the established rules and accounting principles, and ensures that all entries are supported with valid documentation.
- Provides accurate, Comprehensive and timely information regarding the financial status through the utilization of effective accounting concepts, principles, procedures and on time monthly closing and preparation of trial balance.
- Prescribes adequate systems of internal control to ensure accuracy and adequacy of accounting records and documentation, Including appropriate procedures, manuals, and standard practice instructions.
- Overseas timely payment activities to the various vendors and ensures that all the payments are properly authorized , in addition to managing banking relations in coordination with corporate finance function.
- Performs period end and year end closing of books.
- Ensures reconciliation will be performed monthly, quarterly, and year end closing (i.e. Adjusting, Closing and reversing entries, consolidation, Inter- company transactions) will be recorded.
- Prepares the monthly, quarterly and year-end financial reports and financial statements.
- Facilitate the annual audit activities with internal and external auditors by coordinating provision of information required, clarification required, etc. to ensure that the year-end audit package is accurate and complete.
- Supervises maintenance of companies' chart of Accounts and ensures General ledger data and information integrity.
- Participates in hiring departments positions.
- Communicates and discusses the function's guidelines and procedures with employees to ensure responsibilities, authorities
- And accountabilities are defined and understood.

- Provides guidance, support, leadership and management to the accounting function employees to ensure effective and efficient flow of work, and ensures that all employees recognize their fundamental roles to achieve Al Arrab's overall organizational objectives.
- Account receivable collection and follow up with Saudi Electricity company (WOA) Jeddah.

Reference:

Engr. Mohammed Ismail Nabhan
General Manager – Power Division
Al- Arrab Contracting Co. CJSC
Riyadh – Saudi Arabia. Tel 009661 2109480 ext 710

Personal Details:

Date of Birth	: 19-04-1970
Nationality	: Indian
Permanent Address	: Arivannor puthen Veedu, Palamaroor, Kumbazha P.O, Pathanamthitta Dist Kerala state, India Pin 689 653 Mob 0091 9496538255
Passport	: Z 4993212

Declaration:

I hereby declare that the above furnished details are true to the best of my knowledge and if I get a chance to work with you I shall discharge my duties in full satisfaction of my seniors and in benefit of the company.

Yours faithfully

Pradeep Kumar .R