

PRAMOD VELUTHEDATH

Accountant

Self-motivated Accountant bringing proven leadership, organizational and customer relations skills. Independently solved problems and kept teams on task to handle diverse business requirements. Open to explore challenging opportunities.

Work History

2019-06 -
Current

Accountant Cum Office Administrator

Ace Advertising Materials Trading LLC, Dubai

- Maintained and reconciled the general ledger and chart of accounts
- Maintained and processed invoices, deposits and money logs
- Prepared VAT returns according to government regulations and requirements
- Reviewed customer accounts for compliance with repayment obligations
- Obtained and interpreted financial statements to assist in credit limit reviews
- Maintained material and stock levels consistent with business requirements while meeting target capital objectives
- Supervised purchasing and warehousing processes to reduce loss, time and injuries
- Negotiated with vendors to procure best prices and quickest service for equipment and supplies
- Managed staff, hires, and conducted performance evaluations for staff of 30
- Worked closely with suppliers for service level agreement compliance and effective logistics support
- Prepared bills of lading, packing lists, dock receipts and certificates of origin for each shipment
- Stayed on top of shipment locations and current status to update offices and customers

Contact

Address

Dubai, UAE

Phone

971-567-161315

E-mail

janapramod@ymail.com

Skills

Inventory management

General ledger accounting

VAT compliance

Customer service.

Adaptability

Account reconciliation

Auditing

Financial statements

Multitasking

Project management

Sales

Time Management

Export Documentation

Account management

Excellent negotiation skills

- Communicated value and position to sales team and developed tools to support selling process
- Administered compensation, benefits and performance management systems and safety and recreation programs for staff
- Prepared monthly, weekly and daily logs using Microsoft Office Suite

**2014-12 -
2019-06**

General Accountant

Al Ahrar Group, Ajman

- Analyzed monthly balance sheet accounts for corporate reporting
- Processed accounts payable and expense reports in accordance with established policies and procedures
- Generated and submitted invoices based on the financial schedule
- Examined, reviewed and gathered financial statements for Banks
- Created and introduced updated processes for accounts receivable sub-ledger and customer attribute reporting
- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts
- Trained new employees on accounting principles and company procedures
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations
- Partnered with auditors to prepare yearly audits.

Education

**2009-07 -
2012-05**

Bachelor Of Commerce

University Of Calicut - Kerala, India

- Coursework Completed

**2007-06 -
2009-05**

Higher Secondary Education: Commerce

Kerala State Higher Secondary Education Board - Kerala, India

Software

Tally ERP

QuickBooks

MS Office Suite

Gallant ERP System

Adobe Photoshop

Languages

English, Hindi, Tamil & Malayalam