



RITTU GEORGE

Senior Accountant

CAREER OBJECTIVE

To gain experience and enhanced knowledge in the field of Finance, Accounts and Audit while contributing the best of my capabilities to the growth and success of the organization.

PROFILE

A semi qualified Chartered Accountant also having post-graduation in Commerce & almost 9 years (1.5 years in India, 2.5 years in Qatar & 4.8 years in UAE) of progressive work experience in the areas of audit and finance sector in the caliber of Audit Assistant and Senior Accountant.

CONTACT

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EMAIL

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WORK EXPERIENCE

Company Name: Dubai Investments PJSC Group

Job Title: Senior Accountant

Period: from April 2017 to 20th Sept 2020

- Prepare Bank Reconciliations.
- Maintain books of accounts in compliance with VAT regulations.
- Prepare, validate and submit quarterly VAT returns
- Assisting the Collection Officers to reconcile and resolve discrepancies and issues between service charge invoiced and collected.
- Manage customer/tenant ledger and manage Accounts Receivables
- Ensure payments are done in line with UAE regulations
- Responsible for payroll processing through Wage Protection System (WPS)
- Handling Petty Cash
- Assist in budgeting, and forecasting
- Prepare Cash Flow Statement
- Monthly closing of Books of Accounts and prepare Monthly Management Accounts
- Finalization of annual accounts and liaise with Statutory Auditors
- Liaise with Internal Auditors
- Perform other duties and responsibilities as required.

Special Assignments:

- Responsible for preparing Chart of Accounts for ERP implementation
- Responsible for maintaining the books of accounts for an entity company from 2015 onwards
- Implemented Strataware ERP application across 8 entities
- Responsible for providing training to use Strataware software to staffs

Company Name: FIBER PLUS LLC (Manufacturing & Trading Polyester Staple Fiber), RAK, UAE

Job Title: Chief Accountant

Period: from June 2015 to September 2016

- In responsible for the timely payment of all vendor liabilities and receivables.
- Preparation of Receivables & Payables Ageing Report.

EDUCATION

Chartered Accountant (INTER) -
Nov 2010 - Institute of Chartered Accountants of India (ICAI)

Master of Commerce - 2008 to 2010 - Madurai Kamaraj University, Kerala, India

Bachelor of Commerce - 2003 to 2006 - University Institute of Technology, Kerala, India

CORE COMPETENCIES

- Accounting
- P&L Management
- Auditing & Compliance
- Budget Development & Variance Reporting
- Cash Flow Management
- Human Resource Handling
- Conduct Trainings

SOFT SKILLS

- MS. Office
- Urbanise Strataware
- Navision
- Tally ERP 9
- Open ERP

LANGUAGES

- English
- Hindi
- Malayalam

- Handling Petty Cash and Preparation of Cash Flow Statement
- Preparation of Bank Reconciliation Statement
- Preparation of Invoices to Customers and follow up on Accounts Receivables
- Preparation of Financial Statements and its finalization with Statutory Auditor
- Validation of vouchers and monitoring day to day accounting activities of receivable, payables and petty cash management including site expenses
- Liaison with Insurance Companies for CIF Sales

Company Name: ALMISNED CEILING & FLOORING W.L.L, Doha, Qatar

Job Title: Chief Accountant

Period: from May 2014 to Nov 2014

- Reviewed the daily transactions and prepared monthly financial statements including trial balance and balance sheet.
- Prepare cash flow statement and manage funds as required
- Responsible for the relationship with banks involved in the project
- Prepare bank reconciliation
- Prepared projects performance report and recommend improvement to the project team
- Communicate with clients resolved any problems that might arise
- Prepare monthly reports using Open & Great Plains ERP application

Company Name: CASTLE CONSTRUCTIONS W.L.L – Roads & Infrastructure, Qatar

Job Title: Chief Accountant

Period: from July 2011 to July 2013

- Maintenance & Finalization of accounts and reported to Finance Manager and CEO.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Fixed Asset accounting, reconciliations and depreciation journals.
- Maintain, update and reconcile all bank accounts and petty cash on a periodic basis.
- Interact with external auditors in completing audits.
- Reconcile general ledger accounts as and when required
- Preparing cash receipts for all collections and presentation for approval.
- Resolve accounting discrepancies, Follow up all financial data from all suppliers.
- Preparing Aging Report associated with company's accounts receivable.
- Checking, verification and encoding of petty cash expenses.
- Preparation of Bank Reconciliation Statement by monitoring daily bank balances through internet banking.
- Calculating the staff leave salary, gratuity and end of service benefits. Kept confidentially staff salary break up records, increment and bonus records.

REFERENCE

Name : Mr. Ilamurugan Arasu
Designation: Group Manager,
Internal Audit at Dubai
Investments
Mobile : +971 561750619

&

Name : Mr. James Chacko
Designation: Head of Finance,
Dubai Investments PJSC Group
Mobile : +971 555546798

PERSONAL DETAILS

- Date of Birth : 08-10-1985
- Sex : Female
- Marital status : Married
- Nationality : Indian
- Passport No: U0809058
- UAE Driving License :
3738950
- Visa Status : Visit Visa up to
29/12/2020

DECLARATION

I declare that the above mentioned information is true and correct to the best of my knowledge and belief. If selected, I promise to work with sincerity to the best of my ability. I shall do my duties entrusted to me with complete dedication and honesty.

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Special Assignments:

VIVENTUM INTERNATIONAL – Health Care and FMCG Distribution

- Successfully implemented and maintained an Inventory Register to record all the receipts and issues of the stock items.
- Prepared monthly detail reconciliations and account analysis, payroll, prepaid assets, accounts receivable, cash, and accruals.
- Reviewed expenses each month to ensure proper matching of cost against revenue.
This summarized report of all the stock items helps the stores in charge to keep better control on the movement of the materials and thereby ensures the effective inventory control. Also these reports influenced the top management of Caste Group of Companies to take corrective actions in the year 2012.

VIVENTUM SOLUTIONS W.L.L – Electrical Trading

- Maintenance & Finalization of accounts.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Preparing sales invoices & the upkeep of an accurate accounts filing system

Company Name: M/s RANGAMANI & Co., Member of Kreston International at Cochin, India - Audit Firm

Job Title: Audit Assistant

Period: from Nov 2008 to May 2010

Supporting the chief auditor in performing the yearly inspection of the financial accounts by gathering and compiling the vital documents and information about the organization's financial position.

Duties:

- Handled audit assignments such as Statutory & Tax audit, Internal Audit, Stock Audit, e-filing of income tax returns and ROC forms and other miscellaneous works.
- Detailed analysis of the collected accounting data for various client organizations.
- Scrutinized general ledgers reconciliations, general vouchers, and conducted numerous examinations including P&L.
- Recommended effective controls after carefully analyzing the system to maintain high standard of precision in all predictions and calculations.
- Synchronized audit activities of various clients within time constrain as well as trained the junior staff.
- Handled Due Diligence for Punjab National Bank to check whether the borrower is able to repay the borrowed fund.
- TDS accounting and analysis for incorrect deduction for TDS