



PETER GEORGE N

Contact Information

Mob: +971559745243

Email: peternaluthottil@gmail.com

Personal Details

D.O.B: 20/05/1981

Age: 41

Sex: Male

Marital Status: Married

Nationality: Indian

VALID UAE DRIVING LICENSE

NIL

SKILLS

- Financial reporting
- Auditing
- VAT
- MIS Reporting
- Administration
- Leadership
- Negotiation

Languages Known

- ✓ English,
- ✓ Hindi,
- ✓ Malayalam.

References:

Excellent references will be furnished on request.

CURRICULUM VITAE

ABOUT ME

"I have 15+ years of distinguished track records in Accounts Finance and Reporting. My Objective is to bring unmatched success to the organization I work for with maximum possible value addition, excellent logical aptitude, utilization of my cognitive ability, creative thoughts process and flair for teamwork

I am determined to expand my mental faculties further to learn and to attain the vast ambitious that I possess while encompassing new knowledge and want to get a position where I can excel in competitive environments and apply my skills that can become part of organization success"

WORK EXPERIENCE

Currently working with JUBILANT CALIBRATION & MEASUREMENT SERVICES LLC, DUBAI, UNITED ARAB EMIRATES (October 2021 To Present)

Designation: - Manager – Accounts, Finance and Business Development

Responsibilities: - Finance, Accounts and Banking

- Management of Group cash flow and fund flow
- Bank Management including PDC
- Pay roll management and WPS System
- Accounts payable / Receivable management
- Vat Filing and return submission
- Debt restructuring
- Financial reporting, MIS reporting, Internal auditing
- Accounts Finalization
- Cost Controlling, Analyzing staff's output & Expense monitoring
- Monitoring the Market and leading Sales Team
- Researching, planning, and implementing new target market initiatives
- Setting goals and developing plans for business and revenue growth
- Developing quotes and proposals for prospective clients

Worked with AL HUWAIS MAINTENANCE & OPERATION EST, DAMMAM, KINGDOM OF SAUDI ARABIA (Feb2017 to Aug 2021)

Designation: - Group Finance Controller –Accounts Manager

Responsibilities: - Finance, Accounts, Banking and Administration

- Verifying, allocating and reconciling accounts payable and receivable.
- Management of cash flow and fund flow, petty cash management.
- Management of bank accounts and bank reconciliation.
- Management of accounts payable and receivables management.
- Pay roll management and transfer
- Daily, weekly, and monthly reports and other reports as per management requirements. Analyzing financial information and summering financial status.
- Sporting error and suggesting ways to improve efficiency and speeding.
- Preparing monthly, quarterly and yearly budgeting and cash flow statements.
- Preparation of Trial balance, Profit and loss, balance sheet.
- Preparation of VAT documents and returns submission.

Worked with NEERAKKAL LATEX PVT LTD, KOTTAYAM, KERALA (Oct 2012 – December 2016)

Designation: Manager- Accounts & Marketing

Responsibilities:

- Financial reporting
- Accounts with Auditing, Finalization and Taxation.
- Verification of All Transaction with Supporting Vouchers / Bills
- Maintain Accounting and financial records relating to company's payables and receivables

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WORK EXPERIENCE

- Periodic reconciliation with Customers and Vendors Accounts
- Monitoring and Controlling of Inventory
- Involving day to day sales, and conducting meeting with sales team.

Worked with VETTOOR CONSTRUCTION ENGINEERS PVT LTD, KOTTAYAM, KERALA (July 2004 – Sept 2012)

Designation: Account Head-Strategic Business Units

Responsibilities: - Finance, Accounts and Banking

- Monitoring and Verifying day to day accounts activities
- Bank Management and Reconciliation
- Pay roll management
- Accounts payable / Receivable management
- Vat Filing and return submission
- Financial reporting, MIS reporting, Internal auditing
- Accounts Finalization
- Assist Auditors to complete Accounts Audit

Worked with S KUMAR & COMPANY – CHARTERED ACCOUNTANT FIRM, LAXMI NAGAR, NEW DELHI. (April 2000 to June 2004)

Designation: - Audit Trainee

ACADEMIC BACKGROUND

QUALIFICATION	INSTITUTION	RESULT
MASTER OF COMMERCE (M.COM) IN FINANCE	NIMS, Thrissur	First
BACHELOR OF COMMERCE WITH COMPUTER APPLICATION (B.COM)- FINANCE AND ACCOUNTS	NIMS, Thrissur	First
DIPLOMA IN COMPUTERIZED FINANCIAL MANAGEMENT WITH MANUAL ACCOUNTING(DCFM)	Associated Chamber Of Commerce	First

CERTIFICATION

- ❖ Certification in **VAT Professional Accounting, Kerala**
- ❖ Certification in Tally ERP9

SOFTWARE SKILLS

- Taly ERP9 & SAP B1
- Power point
- Foxpro & C
- MS-Excel and Word

DECLARATION

I, Peter George N, hereby solemnly declare that the above information is true to the best of my knowledge and belief.

Peter George N
+971 559745243

