

## HARIPRASAD KUTTATH

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**Email:** kuttathhari@gmail.com

**Nationality:** Indian      **Date of Birth:** 10<sup>th</sup>, April, 1968



### Professional summary

A qualified post graduate in financial management who is efficient, thorough and passionate about delivering the best levels of contribution in any job, and has the required technical, mental and emotional strength to stand up to the demands of the profession.

### Personal Traits

- Positive Attitude and **adaptable to changes**
- **Committed** to deliver results
- **Inquisitiveness to learn** and grasp as much of any situation
- **Accountable** and responsible
- Convincing skills, enthusiastic and conscientious
- **Self-Driven**, sets high benchmark

### Professional Interest

- |                            |                         |                     |
|----------------------------|-------------------------|---------------------|
| ▪ Operations management    | ▪ Risk Reporting        | ▪ ISO Norms         |
| ▪ MIS                      | ▪ Receivable Management | ▪ Profit Management |
| ▪ Statutory Tax Management | ▪ Analytical Skills     | ▪ Audit Management  |

### Professional Exposure

April, 2004 – 01-Sep-2022

**M.H.ALSHAYA CO.W.L.L**

Kuwait

**Assistant Accounts Manager**

- Assist in preparation and posting of monthly Rent-Fixed and variable across all operating stores.
- Assist staffs in preparation and posting monthly accruals for advertisement, rent, travel, utilities, communication, stock loss and professional fees.
- Review of all provision and ensure the figures are adequate.
- Supervise and ensure proper recording and accuracy of all transactions related to payroll.
- Coordination with HR team on accruals with relating to Annual vacation, Air ticket, End of service pay.
- Fixed Asset Management:-Run monthly depreciation and create journal for depreciation, addition and retirement of assets, Ensure cost and accumulated depreciation and net book value between fixed asset register and GL agree, Ensure all fixed assets are depreciated as per accounting standards and reported in company P&L. Impairment provision
- Support the Financial Controller and Director-Finance in planning, development and implementation of Accounting/ Financial Policies & Procedures including MIS & Management Reporting.
- Cash Management- Bank Reconciliation and Cash flow statements.
- Supervise and reconcile sub ledger balances to match with General Ledger.
- Preparation of Monthly P&L and Balance Sheet with all supporting Schedules for top management review.
- Responsible for finalization of annual accounts and reporting as per company reporting rules & IFRS standards.
- Analyze financial accounts to provide detailed reports of fiscal health of the company to the Senior Management. Analyze company's financial records to forecast future financial position and budget requirements.
- Preparation of monthly/quarterly expense analysis spreadsheets to inform management of opportunities to decrease expenses.
- Monthly/quarterly analysis of Trade receivables/Advance to suppliers and Accounts payable.
- Intercompany and related party reconciliations and balance confirmations.
- Revaluation of Bank and supplier balances. Co-ordinate with Group Treasury by providing forecast of fund requirements to meet supplier and statutory payment on time.
- Co-ordinate with Group Insurance department on all insurance matters and pending receivable claims.

- Co-ordinate with Property department on early recovery of Rent deposit, pre-paid rent from landlord for closed and cancelled projects.
- Reporting: Ensures all stock related financial information is correctly published in the KFR, cost of sales; stock write-off; Damage W/off, Stock Loss/Provisions, Costing variance.
- Co-ordinate and assist other departments in the preparation and management of budget.
- Acts as a Finance champion to train all Accountants on the Oracle Financial.
- Recommend system enhancements to automate or meet changing business needs, participates in the developments process.
- Liaise with the Auditors for the Annual Audits. Provide all schedules with explanations for early completion of the Audit completion.
- Dealing with the preparation and submission of VAT returns on a monthly basis.
- Manage and maintain Accounting information on 'ORACLE FINANCIALS'

1993 –2003

**BPL INDIA LIMITED**

INDIA

**Executive - Operations**

- Invoicing, collection, Group Company and creditor's bill accounting, inventory management, Bank reconciliations, Banking facility-LC and Bank Guarantee.
- Verify PO, ensure timely payment of vendor invoices, and effectively manage all vendor relationships.
- Review and approve invoices in Oracle financials. Responsible for month end accruals.
- Assisted the Regional finance manager in preparation and analysis of various management reports.
- Responsible for finalization of annual accounts and reporting as per company reporting rules & International Accounting Standards.
- Liaised with the Auditors for the Annual Audits.
- Logistics coordinator for Kerala region including warehouse management.
- Control over obsolete, slow moving and defective stocks.
- Conducting Internal Audit in other branches-Random stock take, petty cash and other routine checks for process improvement and better controls.

1990 -1991

**KEL INDIA**

INDIA

**Trainee**

- Preparation of Cheques and Journal Vouchers.
- Coordinate and prepare provident fund statement, Sales Tax returns
- Bank Reconciliation statements profit and loss account.
- Maintenance of sub ledgers and Finalization of Accounts.

**Education**

**Masters in Financial Accounting**

1990

**Bachelor of Commerce**

1988

Mahatma Gandhi University, Kottayam. India

**Computer skills**

Accounting system- Oracle Financials 11i and R12  
MS Office

**Language skills**

English, Hindi and Malayalam

**Passport details**

Transferable employment visa

**Hariprasad Kuttath**