

# ARUN KUMAR .P.S

## CONTACT

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Dubai, UAE



## ACCOUNTANT PROFESSIONAL

~ FINANCE AND ACCOUNTS ~ ACCOUNTS PAYABLE & RECEIVABLE ~ GENERAL LEDGER ACCOUNTING

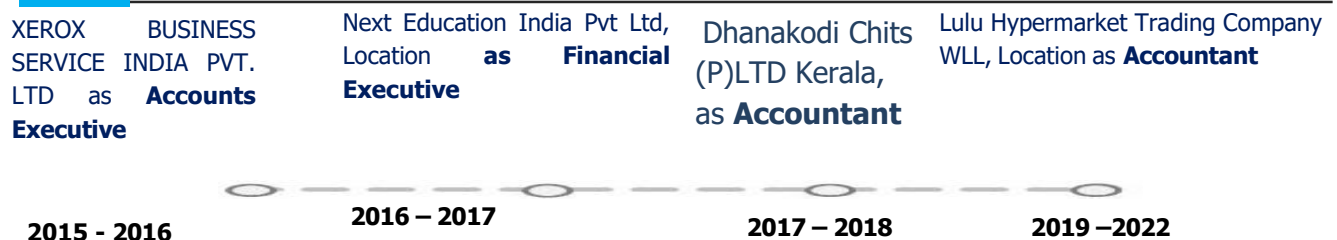
### Profile Summary

- **M.com (Finance)** with **nearly 6 years of cross-cultural experience** in **Accounting Operations, Accounts Payable & Financial Management**
- Knowledge in **managing Accounts Payable / Receivable process**; ensured timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions
- Excels in **preparation of ledger books & bank reconciliation statements** and finalization of accounts within time & accuracy norms
- Competently **managed timely & accurate processing of invoices**, expense reports & payment transactions
- Skilled in **managing the daily cash flow & petty cash activities** and preparing daily accounting entries
- Experience in posting & balancing daily cash applications, preparing entries, filing of records and general account reconciliations
- Knowledge of Bank & Internal Reconciliation, Journal and Ledger Posting, Payments
- Strong skills and known for accuracy, attention to detail and timeliness in managing accounts payable, updating collection report, checking & vouching of bills related to various purchases & expenses
- An effective communicator with people management skills, guiding members, resolving conflicts and enabling knowledge sharing among them

### Core Competencies

- **Financial Operations**
- **Accounting Reconciliations**
- **Vendor Payments & Settlements**
- **Journal Entries & General Ledger**
- **Auditing and Internal Control**
- **Cash and Fund Management**
- **Account Receivables & Payables**
- **MIS Reporting**
- **Team Management / Training**

### Career Timeline



### Work Experience

**Mar' 2019 – Mar' 2022: Lulu Hypermarket Trading Company WLL, Qatar as Accountant**

#### Role:

- Spearheading accounts and finance activities including General Ledger, Accounts Payable and Receivables, Vendor Processing in SAP Environment
- **Account Payable:** Creating vendor Master data and groups, Recurring entries, invoice, Credit Memo, Payment Program Configuration
- **Account Receivable:** Creation of customer, Customer Groups, Dunning procedure, Interest Calculation Procedure.
- **MIS Process:** Assisting the Finance Manager with monthly MIS process
- Managing all banking and fund management activities including House Bank, Bank Account, Manual bank statement, Down payment made and received, BRS, Cheque Management
- Supporting import document clearing, LC, Sight and Acceptance payment

## 2017-2018: Dhanakodi Chits (P)LTD, Kerala as Accountant

### Role:

- Collection and deposit of fund.
- **Account Payable:** claim settlement, operating expense and capital expenditure payments etc
- **Account Receivable:** Creation of customer, Customer Groups, Dunning procedure, Interest Calculation Procedure etc
- **MIS Process:** Assisting the Finance Manager with monthly MIS process for online Auction
- Manage different bank accounts and bank reconciliation

## 2016-2017: Next Education India Pvt Ltd, Kerala as Financial Executive

### Role:

- Dealing with Operating expenses, Capital expenditure payments and foreign payments.
- Employee payments such as : Imprest , Advance and Reimbursements
- Bank Reconciliation of different bank accounts operates by the company
- Creation , validation and closing of Purchase Requisition Vouchers
- Preparation of Various Reports
- Headed full cycle of branch accounting process including  
Drafted and maintained departmental policies & procedures in compliance with company policy
- Managed petty cash transactions
- Followed-up with vendors for payment (account receivable)
- Involved in monthly closing and preparing monthly reports
- Coordinated for smooth audit process

## Aug' 2015 – Aug' 2016: XEROX BUSINESS SERVICE INDIA PVT, Kerala as Accounts Executive

### Role:

- Handled payments in AP Tower across European regions
- Tracking of payments including e-payrolls, vendor payments, medicine payment, netting and intercompany payments
- On hand experience in SAP
- Ensured accurate payment run without any delays for timely delivery.
- Resolved backlogged works and assisted in month end and year end closing period
- Monitoring of advance payments
- Thorough analysis of payment returns & rejections
- Thorough tracking of calendar payments carried on a timely basis
- Preparation of various Payments (Domestics, Foreign, Inter-company vendors, Payroll, Netting, Rental payments, VAT payments) through ERP – SAP
- Trained the new joiners across European regions

## Education

**M.Com(Finance & System )** from **AMRITA SCHOOL OF ARTS AND SCIENCE COLLEGE**, KOCHI-AMRITA VISHWA VIDYAPEETHAM UNIVERSITY in 2015 **secured 74.30%**

**B.Com.( Finance)** from N.M.S.M GOVT.COLLEGE, KALPETTA, **UNIVERSITY OF CALICUT** in 2013 **secured 81.25%**

## IT Skills

- Computer Fundamentals (OS Windows)
- MS Excel, Word, PowerPoint
- **Accounting Software:** SAP (7.4) , Tally ERP 9.0 and Peachtree

## Personal Details

<b>Date of Birth</b>	2 <sup>nd</sup> October 1991
<b>Nationality:</b>	Indian
<b>Marital Status:</b>	Single
<b>Passport Number</b>	<b>P2647787</b> , valid till 31 August 2026
<b>Visa Status</b>	<b>Visit</b>
<b>Languages Known</b>	English, Hindi, and Malayalam

## Declaration

I hereby declare that above details are true to best of my knowledge and belief.

Place: Dubai

Date: 19.09.2022

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