

Rasmi Kannan

Finance Professional

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PROFILE SYNOPSIS :

Experienced Finance Professional with more than **14 Years of experience** in Multi-national Companies across different industries in Gulf & India. Have proven track record in **Accounts Receivable & Payable, Accruals, Cash Flow, Handling Audit, Monthly Reporting and Negotiation**. Possess significant leadership experience to deliver results as per the Management expectations, under challenging situations.

EDUCATIONAL QUALIFICATION:

- **Bachelor of Commerce & Accountancy**
Calicut University, Kerala, India

IT PROFICIENCY:

- MS-Office, Internet & E-mail applications
- Sage, Bitstream, Afsys, E-Freight, Flair

CAREER SNAPSHOT:

GSI Logistics(GSI is one of the prominent logistics service providers in UAE and offers logistics solutions to global customers for moving their cargo in an easy and cost effective method of transportation)

Location: Dubai, United Arab Emirates

Position : Accountant
Reporting to : General Manager
Period : From May 2017 to April 2020

- Preparation of Balance Sheet, Schedules and supporting notes
- Preparation of Revenue Report & Other MIS reports for the senior management.
- Ensure that Cost & Revenue Accrual entries are recorded for monthly reporting.
- Handling bank transactions through cheque as well as online transfer and also preparing bank reconciliation statement of all bank accounts maintained.
- Preparation of monthly Ageing Report
- Responsible for preparing sales invoice (Project Progressive Invoices as well as Trading Invoices) and submit it to the customers on time.
- Co-ordinate with customers for due payments.
- Managing purchase, sales, payment, receipt & journal voucher.
- Preparing payroll and its allocation through WPS.

- Preparing Cash Flow Statement.
- Maintaining and monitoring fixed assets in system.
- Identify deviation from budgeted amount, and report to the Management timely.
- Periodically preparing VAT Statement and filling VAT returns before due date.
- Monitoring usage of office vehicle, periodically checking places visited and time sheet maintained vehicle-wise, tracking usage of Salik.
- Maintaining staff annual leave approvals by the management, carry forwards to next year and necessary provision for leave encashment during year end.
- Maintaining staff annual Air fare dues and arrange settlement of air fare as per company policies, make provision for unused tickets during year

Rental Solutions and Services :(A Global provider of rental power, temporary cooling and mobile water solutions, offering reliable equipment and exceptional engineering services)

Location:Jebel Ali Industrial Area#1 Dubai, United Arab Emirates

Position : Accountant
Reporting to : Finance Manager
Period : From July 2014 to Mar 2017

Job description:

- Assisting Finance Manager in preparing Balance Sheet and supporting notes & schedules.
- Monthly closing of books, ensure that closing entries & accruals are recorded.
- Handling Audit requirements for all the divisions of RSS
- Daily review of cash flow and bank balances.
- Banks, Clients& Inter-company reconciliation.
- Review of payments and follow up with banks and clients for reconciliation issues.
- Preparation of various reports such as weekly collection report, monthly aging report.
- Quality check of the invoices to Clients.
- Accounting of Receipt Vouchers, Payment Vouchers, and Journals etc.
- Reconciliation of Suppliers Accounts &Payment Preparation.
- Passing monthly Accrual entries & Prepayment entries.
- Maintaining Fixed Asset Register and passing monthly depreciation entries.

Sharaf Logistics LLC Dubai UAE

Location: Dubai, United Arab Emirates

Position : Accountant
Reporting to : Finance Manager
Period : From Jan 2008 to 11.07.2014

Job description:

- Daily review of cash flow and bank balances.
- Banks, Customers & Inter-company reconciliation.
- Receiving and Accounting of Cash, Cheques etc.
- Reconciliation of Suppliers Accounts & Preparation of cheques.
- Arrange Foreign Agents Payment
- Review of payments and follow up with banks and customers for reconciliation issues.
- Accounting of Receipt Vouchers, Journals etc.

- Recording the Supplier Invoices, Payment Vouchers, Journals and file the same as per the company standards.
- Passing month end closing entries.
- Handling Audit requirements.

AL Shamali International Freight Services (L.L.C) Dubai

Location: Dubai

Position : Assistant Accountant

Reporting to : Chief Accountant

Period : From Nov 2006 to Dec 2007

Job description:

- Verification of Delivery Orders and Accounting of Purchase Invoices.
- Preparation and Data Entry of Sales Invoices.
- Follow up for Receivables and accounting of Receipts.
- Raising Debit Notes / Credit Notes to Clients/ Suppliers.
- Responsible for Vendors payment queries and preparation of cheques etc.
- Handling of Petty Cash
- Checking expense claims of sales executives.
- Preparing Bank Reconciliation statement.

PERSONAL DETAILS:

Nationality	:	Indian
Date of Birth	:	28 th Nov1981
Marital Status	:	Married
Visa Status	:	Husband Visa
Language Proficiency	:	English, Hindi, Malayalam
Driving License	:	Valid UAE Driving License

Reference: Available up on request