

Finance / Accounting Professional with More than Eight Years Of Gulf Experience

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Valid UAE Driving License

Cancelled Visa (immediate Joining)



CURRICULUM VITAE

CAREER OBJECTIVE

To acquire a Dynamic position in a prestigious organization with potential advancement and optimum utilization of my working experience.

MAJOR ROLES IN VARIOUS ORGANIZATIONS

- **Chief Accountant** in Nova Machineries Repairing LLC (Steel & Structural Fabrication)– DIP 1, Dubai , UAE – April 2018 to Mar 15 th 2020
- **Senior Accountant** in Diyaar Bah Dad Contracting Company WLL (Construction & ELV Projects) – Manama ,Bahrain – June 2016 to Oct 2017 (Approx 1.5 Years)
- **General Accountant** in Al Marzooq Group Of Companies (F & B Industry) – Manama, Bahrain - April 2012 to May 2016 (Approx.4 Years)
- **Accountant/ Assistant Accountant** in Kollam District Co-Operative Printing Press (printing & Publishing Company)– Kerala,India- Sept 2007 to March 2012 (Approx 4.6 Years)

ABILITIES & SKILLS

- Having more than Twelve **(12) years** of working experienced from entry to Senior-Management level in the area of **Accounts, Internal & External Audit, Commercial Tax & Corporate Governance**, Including 8+ year of Gulf Experience.

- Having good knowledge about F& B company , ELV & Networking company, Construction company Pole and steel Fabrication Company, Cable Manufacturing Company & Internal and External Audit.
- Maintain confidentially when working with sensitive information of financial & compliance audit & other audit activities.
- Maintaining and Supervision of Accounts Payables, Accounts Receivables and General Ledger.
- Having good knowledge about Import & Export procedures , **Letter Of Credit (LC)** and Other Bank Facilities.
- Having proficiency in preparations of Financial Statements of the Company and Manufacturing Companies.
- Having expert level of experience in Computerized accounting packages (like Tally / Diamond / QuickBooks).
- Work independently or as a part of team.
- Well versed with Budgeting, preparation of financial statements, management internal purpose reports, Auditing, Bookkeeping, Vouchers, Bank reconciliation, financial analysis, corporate banking matters, correspondence with bank & documentations etc.

SUMMARY OF WORK EXPERIENCE

Chief Accountant (April 2018 till – to– Date)

Nova Machinaries Repairing LLC – Dubai, UAE

Job Responsibilities included following:

- Preparing monthly, quarterly and annual financial statements, including profit and loss accounts, cash flows statement and balance sheet.
- Preparation of yearly budget in coordination with other departments and to ensure that all profit and cost centres have all necessary information for compliance with budget and effective budget management
- Preparation of Daily Bank Report with Bank Reconciliation.
- Supervising and monitoring accounts payables, accounts receivables and general ledger,
- Handle all Integration Transactions on Daily basis & checking & finalization of all types of vouchers
- Coordination with external auditor in finalization of annual financial accounts
- Preparation of all month end adjustment, daily & monthly cost price updating
- Maintain records of fixed assets transaction & monthly depreciation
- Verifying Sales and purchase related transaction and ensuring all transaction are inclusive of VAT as per UAE Vat regulations.
- Maintain chart of accounts, Customer code, Supplier code, Transaction type code, when needed
- Making monthly salaries in coordination with HR Department in accordance with WPS procedure
- Handle all yearend adjustments & Provisional Closing of financial accounts.
- Coordinate with IT department & consultant to resolve all ERP system related issues during the year
- Prepare reply for all Government Survey and Questionnaire.

Senior Accountant (June 2016 – to– October 2017)

Diyaar Bah Dad Contracting WLL – Manama, Bahrain

Job Responsibilities included following:

- Preparation of Daily Bank Report with Bank Reconciliation
- Manage & Look after the works of subordinate
- Handle all Transactions on Daily basis & checking & finalization of all types of vouchers
- Assist the Finance Manager in preparation & conducting of quarterly Inventory (Stock Taking)
- Coordination with external auditor in finalization of annual financial accounts
- Assist the Finance Manager in preparation of audit narratives, reports and working papers
- Preparation of all month end adjustment, daily & monthly cost price updating
- Maintain computerized records of fixed assets transaction & monthly depreciation

- Coordinate with production department for closing of Open Production order on monthly basis
- Coordinate with procurement department to make purchase invoices of all open GRN's before month end
- Coordinate with IT department & consultant to resolve all financial problems during the year
- Other responsibilities as and when required by Management

General Accountant (April-2012 – to– May 2016)

AL Marzooq Group Of Companies(F& B Sector) – Manama, Bahrain

Job Responsibilities included following:

- To handle books of General Ledger, Cashbook, Petty Cash, Debtors & Creditors
- Preparation of Invoices, monthly Payroll, Bank Reconciliations & Annual Adjustments
- Maintenance & reconciliation of Fixes Assets Register
- Dealing with Travel agent, Bank for daily queries
- Preparation of Annual Budget / Plan
- Preparing & finalizing the Annual Accounts of the Company
- Preparation of various management internal controls reports for management
- Other responsibilities as and when required by Management

Accountant / Assistant Accountant (Sept 2007 – to– March 2012)

Kollam Printing Press - Kerala, Kollam

Job Responsibilities included following:

- To assist in preparation of quarterly, half yearly & annual financial accounts
- Coordination external auditors in finalization of half yearly and annual financial accounts
- To assist in preparation of audit narratives, reports and working papers
- To assist G. M. Taxation in various Corporate Matters of Companies relating to audit
- Record adjusting and correcting entries in general ledger
- To assist in internal and external audit performed during the year
- Preparation of various management internal control reports for management.
- Preparation of customer daily outstanding report (Trade receivables) for sales team with aging and future cash collection plan
- Contact associates, banks and other parties to obtain information and resolve problems

SUMMARY OF ACADEMIC QUALIFICATION

- **Bachelor of Commerce (B Com.)** from University of Kerala in 2006
- **Higher Secondary School Certificate (Plus Two)** in SN Trust School from Kerala University in 2003
- **Secondary School Leaving Certificate (SSLC)** from Secondary Board, Kerala in 2001
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ACCOUNTING SOFTWARE & COMPUTER PROFICIENCY

- Currently working on **Tally ERP**
- ERP Financial System
- Peachtree, Diamond Software & QuickBooks
- Worked on the accounting software of Kollam Printing Press
- Six Months Diploma in Computer Application (MS Office ,MS Word & Oracle).

PERSONAL

- Date of Birth August 5, 1985
- Marital Status Married
- Religion Hindu
- Driving License UAE, Bahrain
- Nationality Indian

REFERENCES

Will be provided on request