**Krishnan. K**

**Post Box No 81966**

###### Dubai

[**Email.KrishnanK66@hotmail.com**](mailto:Email.KrishnanK66@hotmail.com)

**The advertiser**

**Post box**

**Dubai**

Sub: **Application for the post of Accountant.**

Dear Sir

Being given to understand that exist a vacancy in your esteemed organization, I hereby submit my application for the post of Senior Accountant . (C.V sending along with this letter) **At present I am working as a General Accountant in a Frozen Food Distribution Company in Dubai .**

**Tel: No**  : **050/7447371**

Thanks & Regards

# Krishnan

CURRICULAM VITAE



**Krishnan .K.A.**

##### Post Box 81966

##### Dubai

##### U.A.E

##### TEL:050/7447371

##### Name : Krishnan Kuttamparambath

**Age**  : 50

**Marital Status** : Married

**Nationality** : Indian

**Passport No** : Z- 1135167

**Visa Status : Employment-Accountant (Release Available)**

**Contact Telephone No : *050/7447371* (Krishnan)**

**050/4266593(Sujatha)**

##### Language Proficiency : English, Hindi ,Malayalam & Arabic

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##### Educational Qualification : BCom Graduate from Calicut University, India

**& ICWA(PRELI)**

**Technical Qualification :** **Diploma in computer applications- (Dos & Window) Dac Easy, Pastel, Peachtree Accounting, WPS, Novel ERP Network Package Experience, MS Windows, Excel, Word, Lotus 1-2-3, Email, Internet etc.**

#### Driving License : Holding Valid U.A.E. Driving license

***Other Qualifications******:*** *Has good Organizational and communication skills, has mature and responsible attitudes to work on initiative, Has strong business acumen with special flair for Selling. Has dynamic and enterprising skill to achieve sales targets with good competitive spirit.Hard working persuasive- creative honest, can operate all electronic*

# **Experience, 20 years**

# **Contracting, Trading Manufacturing, Freight forwarding &Real EstateCompanies**

# **2017-2020** : **Royal Foodstuff**.Dubai

# **Duties : Preparing payroll,Creditors payment & booking suppliers invoice, monthly reco of SOA. Posting G/L entry,TR etc.Handling Banking and petty cash, Collection & Followup of Receivable.**

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# **2010-2017 : AW GALADARI BROTHERS**

# Working as a senior accounatnt – full control of payroll of morethan 200 staff also supervising payable,Banking PDC .Participating finalisation of accounts by prepare JV and other adjusting and closing entries

# **2005-2009** **: BILT ME** ((Electro-<Mechanical co.) ACCOUNTANT

# Working areaI am concentrating in payables and wages. Booking supplier’s invoices,checking invoice with lpo,making payments,reconciliation of statements of accounts of debtors and creditos, preparing bank reco statements and participating in year end closing of financial period .

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1998-2005 **:** (**Al Taamir Group**)**Senior Accountant** in a Contracting company in Dubai. U.A.E.

**Duties**  **:** Maintaning accounts upto finalization. Independently in charge of Accounting Functions. Maintaining Books of Accounts of G/L & Subsidiary Books, Project and Administration expenses analysis report, and Scheduling of debtors according to aging. Follow up of debtors, Periodical reporting to the management regarding outstanding dues from debtors. Scheduling of creditors and subcontractors payment. Preparation of monthly cash flow statement.Reconciliation of bank statements with company accounts.Periodical verification of stock. Laison with financial institutions, L/C & T/R, Bank Guarantee performance bond etc. Preparation of Trial balance Profit & Loss Account and Balance Sheet by every month to report to the management and auditors for financial forecasting and evaluate the variance.

**1996-1998** **:** **Chief Accountant -** **M/S R & R FOOD STUFF DUBAI**. **(Computerized Accounting Dac Easy)**

**Duties** Operating LC, Making Import Export Documents, Managing entire Administrative work , Preparing LPO, Invoice, Payroll and,Preparation of Monthly Trial Balance, Profit & Loss Account, Balance sheet Etc.

**1993-1996** **:** **M/S International Trading Group, Abu Dhabi. (Computerized Accounting Dac Easy)**

**Duties**  Operating LC, Making Import Export Documents, Handling Bank Guaranties, Preparing LPO, Invoice, Payroll and Maintaining Petty cash, handling banking facilities, Overseas carrier arrangements, financial administrations, Maintaining all set of books of accounts, Preparation of Trial Balance, Profit & Loss Account, and Balance Sheet etc.

**1987-1992 : M/S Emirates Rocks & Marbles, Ras Al Khaimah.**

Manufacturing company -Worked as an accountant cum secretary

**Duties** Responsible for all accounting functions, maintaining cash, bank books, debtors and creditors ledger for routine book keeping and preparing cash flow statements & Periodical stock taking of raw material and finished goods , preparation of fixed asset depreciation schedule, Inventory control, Collection, follow-up management reporting and finalization of accounts upto balance sheet .