



SAHAYA RATHEESH. A

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Dubai-UAE

PROFILE: ACCOUNTS AND FINANCE

Detail-oriented **Accountant** who consistently exhibits sound judgment when scrutinizing complex financial and accounting documents. Possess more than **3 Years'** of insightful experience and excellent understanding of company's finances, formulating and keeping up-to-date account records for the company, general accounting, payables, receivables. Possess inherent leadership qualities and the attention to detail necessary to ensure accurate reporting in all areas.

~ Strategic, methodical and reliable; enjoy the challenge of resolving long-term issues, and influencing revenue positive outcomes ~

Key Skills & Competencies

- ▶ Finance & Accounts
- ▶ Reconciliation Operations
- ▶ Cash Management
- ▶ Finalization of Accounts
- ▶ VAT Return
- ▶ MIS & Reports

Education

- ▶ **MBA (Finance)**, Sathyabama University (2014)
- ▶ **B.Com**, St. Xavier's College (2012)

Certified Course

- ▶ Tally ERP
- ▶ MS Office-Excel
- ▶ Type Writing

Executive Summary

- ◆ Efficient in consolidating, preparing & presenting weekly/ monthly management reports, reconciliation statement, for evaluating differences in accounting.
- ◆ Efficient in preparation of financial statements for quarterly & annually held audits.
- ◆ Extensive experience in working with Accounting packages like Tally9 ERP, Tally Graduate, procedures & manuals for preparation & maintenance of statutory books of accounts and financial statements, ensuring compliance with time & accuracy norms
- ◆ Experienced in preparing Letter of Credits and LTR.
- ◆ Proficient in evaluating continually the efficiency of operational and accounting controls and procedures to minimize faults.
- ◆ Visionary & decisive leader, noted for sound, practical & collaborative management style, idea generation, operational and process excellence, creative intellect and strategic Insight to transform business results. Proven ability to lead cross-functional teams to maximize productivity

Professional Experience

GULF ASIA CONTRACTING CO LLC (RP GROUP OF COMPANIES) , DUBAI

Accountant (Oct 2016 – Mar 2018)

Key Profile: Chiefly responsible for day to day processing of Letter of Credit. Assisting External & Internal Audit, Financial & Accounting Management.

- ▶ Issuing and reviewing letter of credit documents to determine compliance with International standards.
- ▶ Gathering of necessary information or documentation to complete Letters of Credit and any related financial transactions for Issuing DLC.
- ▶ Dealing with the banker for Irrevocable, Back to Back, Transferable Letter of Credit and LTR.
- ▶ Handling Internal and External Audit.
- ▶ Self-correspondence with banks, supplier and Customer.
- ▶ Preparing P&L account, balance sheet and finalization of accounts.

- ▶ Dealing with the preparation and submission of VAT returns on a monthly basis.
- ▶ Preparing MIS Report and daily Fund report.
- ▶ Managing bank reconciliation.
- ▶ Invoice Processing and preparing - Cheques for supplier against their Invoices and Sub contractor PPC.
- ▶ Responsible for arranging TT payments.
- ▶ Handling petty cash and weekly cash reports of divisions for managements review.
- ▶ Branch Accounting.
- ▶ Preparing Prepayment schedule.
- ▶ Managing the Invoice Generation and Credit Control.
- ▶ Preparing Supplier aging report.

LLOYD & FEDDERS AUTOMOTIVE SYSTEMS LLC, DUBAI (Import & Export)

Accountant cum Procurement (Mar 2015 – Nov 2015)

Key Profile: Responsible for Day to day Accounts and Procurement managements.

Accounts Management:

- ▶ Dealing with accounts payable and receivable.
- ▶ Manage the day to day financial transactions of the company.
- ▶ Reconciliation of bank statements.
- ▶ Assisting in the finalization of accounts.
- ▶ Invoice processing and preparing Cheque.
- ▶ Prepared financial reports by collecting, analyzing, and summarizing account information and trends, maintained accounting ledgers by posting account transactions and verified accounts by reconciling statements and transactions.
- ▶ Managing the Invoice generation Operation & Credit Control.

Procurement and Supplier Management:

- ▶ Setting up the weekly, monthly, quarterly procurement plan.
- ▶ Procurement of raw material from national and international market.
- ▶ Development of alternative local sources for imported raw materials which helps in cost saving.
- ▶ Process the electronic purchase order and ensure the timely delivery of the Goods.
- ▶ Develop the long term relationship with the strategic suppliers.
- ▶ Planning and budgeting of purchase functions, strategies suppliers.
- ▶ Resolving the Disputes and claims with suppliers.
- ▶ Getting the timely quotation from logistics for Import and Export.

ACCENTURE PRIVATE LTD, INDIA

Accountant (Dec 2013 – Feb 2015)

Key Profile: Manage the accounts, analyze and prepare data and financial documents and reports for internal and external purposes in line with the company's mission, vision, role, and goals.

- ▶ Take care of all activities of Accounts Payable.
- ▶ Verifying of Purchase Invoices and enter them into the system.
- ▶ Process payments and controls expenses by receiving & verifying and reconciling invoices.
- ▶ Review all invoices for appropriate documentation and approval prior to payment.
- ▶ Process transaction reports – Payables & Ageing Report and circulate to the management.
- ▶ Verify and issue debit/ credit memos after approval from the Accounting Manager.
- ▶ Matching original invoices and requests for payment with internal purchase orders or check requests.

Technical Skills

- ▶ Tally ERP
- ▶ MS Office-Excel
- ▶ Oracle R12 (Basic)

Date of Birth: 05th Dec 1990 ~ **Languages:** English, Tamil, Malayalam & Hindi ~ **Nationality:** Indian
Visa Status: Visit Visa ~ **Marital Status:** Single ~ **Passport Number:** M4502895