

Deepu.N



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Career Summary

Decisive, Results-Focused professional offering an experience of 14+ years in the **Accounts**. Possessing excellent analytical skills summed up with strong knowledge in **Accounts Management, Payroll Management, Performance Management, Employee Relations, Bank Reconciliation** and Hands-on experience of working on **Microsoft Dynamics 365, Tally & Sage 50**.

Innovative and exceptionally creative to foster ideas that impel the organization towards a result-oriented direction. Impeccable Client Management and leadership skills with impressive professional-speaking abilities. Driven by new challenges and adept at adapting to any cultural and business environments.

Career Objective

With a brilliant professional record, I aspire to join as **Senior Accountant** where in my diligence and extensive experience contribute to the growth and success of the organization with in the **Construction, Fire & Safety, Investment, Oil & Gas/Retail sectors**. My core competencies include:

Core Competencies

- Accounts Management
- Finance Management
- Payroll Management
- Bank/Accounts Reconciliation
- Balance Sheet preparation

Career Path

Senior Accountant

Smart Fm electromechanical contracting S P LLC
(Group co. of **Ascorp / SKK Holdings**), Abu Dhabi, UAE

Aug 2020 – Till Date

Feb' 0

General Accountant

Orion International oil field Equipment's trading Est, Abu Dhabi, UAE

May' 2010 – Aug 2020

Accountant

Urban edge interiors infrastructures, Kerala, India

Dec' 2008 – Apr' 2010

Accounts Assistant Training

M/s. VG & CO, CA, Kerala, India

Feb' 2008 – Dec' 2008

Key Responsibilities

Smart Fm Electromechanical Contracting S P LLC – Senior Accountant

SFME specialized in design, supply, installation, maintenance, testing & commissioning of fire protection systems, Automatic System Control & IP Surveillance solutions.

- Analyzing financial information and summarizing financial data to produce error-free accounting reports and reconcile financial discrepancies by collecting and analyzing account information.
- Supervise all regular accounting processes such as A/P, A/R and journal entries.
- Experience with general ledger functions, month-end, and yearend closing process.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Intercompany transaction, Expense, and income offsetting on a consolidation basis.
- Explain billing invoices and accounting policies to staff, vendors, and clients.
- Recommend, develop, and maintain financial databases, computer software systems and manual filing systems.
- Preparing and following up bill's receivables, conducting ageing analysis with an aim to keep receivables under control.
- Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters.
- Preparing Salary, Calculating Over time and Transferring Through Wages Protection System As per UAE Law
- Preparing and assisting tax returns and tax audits, internal and external audits to ensure compliance.
- Allocation of expenses to appropriate revenue generating departments.

Orion International Oil Field Equipments Trading Est. – General Accountant

Orion international Oil field Service & Trading Company is a well-Known Oil field trading supplier in Abu Dhabi, U.A.E dealing in Offshore & Onshore Industry which Includes Oil & Natural Gas, Drilling, Marine & Construction Companies.

- Day-to-day functions of accounting and finance and monitoring purchases, supplier payments, stock transfers etc.
- Balancing accounts on a daily, weekly, or monthly basis.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Explain billing invoices and accounting policies to staff, vendors, and clients.
- Recommend, develop, and maintain financial databases, computer software systems and manual filing systems.
- Preparing and following up bill's receivables, conducting ageing analysis with an aim to keep receivables under control.
- Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters.
- Preparing Salary and Transferring Through Wages Protection System As per UAE Lab our Law
- Preparing and invoicing of purchase orders and coordinating the shipments relating to the orders.
- Filing customers and suppliers' invoices, LPO'S in a separate file.
- Preparing and calculating Monthly Vat and submitting
- Material Sourcing and Sending Inquiring to suppliers.
- Maintaining cost comparison and submitting report to management to choose the best cost for quotation / Lpo's / Projects.
- Explaining Customers with material delivery status, specification etc.
- Insuring with store whether all materials are received as per the LPO issued.

Urban Edge Interiors Infrastructures

Urban edge interiors infrastructures are a Leading General Contracting Company, dealing in Construction, General maintenance, Interior Decorative products.

- Liaised with local and import vendors ensuring account settlements.
- Conducted variance analysis on the MIS reports prepared.
- Handled the cash and bank reconciliation.
- Monitored the main cash, petty cash, bank vouchers and salary record movements.
- Handling general accounting functions, preparing, and analyzing financial reports, ensure internal controls are maintained and improved and provide other reliable information to assist in operational decision making.
- Recorded fixed asset acquisitions and dispositions in the accounting system.
- Reconciled the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger.
- Calculated depreciation for all fixed assets.
- Reviewed and updated the detailed schedule of fixed assets and accumulated depreciation.
- Investigated the potential obsolescence of fixed assets.
- Track company expenditures for fixed assets in comparison to the capital budget and management authorizations.
- Assisted in establishing and implementing inventory policies and procedures.
- Performed monthly and yearly physical stock checks at all the plants and highlighted variances to the management.

M/s. VG & CO, CA

- Handled the updating of the data using Tally.
- Prepared Balance Sheets and monthly & annual sales tax returns and Income Tax returns.
- Estimated the sales tax and accounts reconciliation.

E d u c a t i o n

Bachelor of Commerce

M.P.MM.S.N. College, Calicut, India - 2005

T e c h n i c a l S k i l l s

Category

Software / Tool / Technology

Tools

Ms-Office App Suite

Application Software

Microsoft Dynamics 365, Tally Prime, Sage 50 & Diploma in Information technology

P e r s o n a l D e t a i l s

Date of Birth

27nd June 1986

Marital Status

Married

Languages Known

English, Hindi, & Malayalam

Driving license

UAE, INDIA

Nationality

Indian

Passport Details

S 5790087 valid till 2028

Nambrath House, Mannanur (po), Palakkad, Kerala, India

R e f e r e n c e s

Will be furnished upon request.