

BALU PURUSHOTHAMAN

Chief / Senior Accountant

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OBJECTIVE:

A **position as Chief / Senior Accountant** with an organization where I can enhance my skills and add values to them and where I can gradually move towards good, healthy and smooth career progression.

PROFILE:

- ✓ **16+ years** of experience in finance, accounts & administration in UAE & India.
 - ✓ **10 years** solid experience in UAE in Accounts, Finance & Admin.
 - ✓ Professionally qualified with a Bachelor of Commerce (B.Com.).
 - ✓ Likely to complete Master of Commerce (M.Com.) & currently pursuing CMA (Institute of Management Accounts USA)
 - ✓ Solid experience in Computerized Accounting (Tally , Focus ERP)
 - ✓ Hands on Accounts Finalization, Auditing, General Ledger Accounting, Payrolls, Reconciliation, MIS-Cash Flow reporting, Payables-Receivables, Cash Handling and Managing Computerized Accounting Transactions
 - ✓ Having valid UAE Driving License.
 - ✓ Proven ability to manage multiple tasks efficiently & accurately under pressure while meeting tight deadline schedules.
 - ✓ Have excellent planning, analytical & problem solving skills.
 - ✓ Can handle business correspondence well
 - ✓ Have excellent communication skills in English, Hindi and Malayalam
 - ✓ Have the ability to quickly identify problems as well as provide appropriate solutions.
 - ✓ Energetic & self-motivated with a high degree of cultural sensitivity.
 - ✓ Possesses excellent planning, analytical & organizational skills and can work well independently.
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WORK HISTORY:

- **Senior Accountant**, Asia Caspian Engineering Company, Dubai, United Arab Emirates, Mar 2004-Present
 - **Accountant**, Jaihind Travels, Kerala, India, 2000-2003
 - **Audit Assistant**, Sankaran & Sekaran Chartered Accountant Firm, Kerala, India, 1997-2000
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Job Profile: Accounts

- Manage & plan financial & accounting activities of the company; meet deadlines & follow up on financial activities.
- Supervise & coordinate all accounting activities for the company.
- Credit Control and Receivables follow-up

- To setup client profiles in to database as per the agreed terms and advice the client codes to concerned Travel consultants.
- Periodical review of client profiles and ensure the renewed documents are replaced & filed in the individual client profiles Viz. Trade License, Authorized signatories etc.
- To ensure the dispatch of invoices & Statement of account to clients as per the agreed terms and proper acknowledgements are filed.
- Weekly review of Ageing statements and discuss with the managements about the debtors movement and collection plans.
- To ensure the invoice details are obtained for the payments collected from clients and proper allocations are done.
- To prepare and send Client MIS reports and templates as per the client specifications.
- To make client visits incase of reconciliations of overdue invoices.
- To setup/build report generator files in the e-Travel, Trams Back Office/TPower accounting packages as per the requirement.
- To attend conference calls with Local/Global clients to discuss & understand their requirements as per their accounting policies.
- To monitor and ensure daily closing of Credit Card POS transactions and Z reports are taken.
- To Create Vendor /Supplier accounts in the system.
- To Monitor & ensure the payments of statutory bills Viz.Telephone / Internet, Electricity/Water etc. are done.
- Regular reconciliations of vendor's/Suppliers are done before releasing the payments.
- Fortnightly reconciliation of BSP & NON BSP airlines and proper accounting of ADMs / ACMs are done with the approval of the management.
- To monitor & ensure the renewal of Office Rent/Bank Guarantees/Trade Licenses/Office, Staff Medical & Vehicle Insurances are done before the expiry date.
- To monitor and ensure all the Incomes/expenses are booked and related provisions are made on a monthly basis.
- Monthly General Ledger scrutiny.
- Daily monitoring of Bank/Cash Transactions and ensure proper accounting are done.
- Monthly Reconciliation of Bank, Credit Card Transactions.
- Inter Branch recon and confirmation of Balances.
- Monthly preparation of Payroll under WPS after accounting additions/deletions from individual staff salaries.
- Preparation of Monthly MIS Profit & Loss account and Balance Sheet and related schedules.
- Monthly/Annual Client Sales/Revenue reports to Key Account Managers.
- To Monitor and ensure the Airline deal/Incentive reports are made and sent as per the agreed terms.
- To coordinate & satisfy Internal & External Auditors and submission of required data.
- Preparation of Employee year end benefits and provisions.
- Annual Finalization of accounts and related schedules
- Preparation of Annual Budgets
- Submission of Signed Financials to Bank for renewal of facilities.

ACADEMIC HISTORY:

- **Master of Commerce**, University of Kerala, India
 - **Bachelor of Commerce**, University of Kerala, India
 - **Pursuing CMA (Certified Management Accountant)**, IMA USA
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COMPUTER SKILLS:

- Tally, Focus ERP, MS Office (Word & Excel), Internet and E-mail applications
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PERSONAL INFORMATION:

Nationality	:	Indian
Date of birth	:	18th May 1973
Status	:	Married
Visa Status	:	Employment
Languages	:	English, Hindi & Malayalam
