



Harikrishnan R Kurup

Functional Manager (Finance & Accounts)

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Thiruvananthapuram
Kerala, India.

PROFESSIONAL SUMMARY

I am an aspirant for Company Secretaryship (CS) and having 17 years of experience in Accounts & Finance in diversified industries in KUWAIT & INDIA with sound skills in communication, interpersonal, decision making, Conflict resolution & Team leadership. Presently I have been designated as Functional Manager and I have been holding the multiple entry business visas for United States of America & Canada.

KEY COMPETENCIES

- Strong interpersonal skills.
- Creative thinker.
- Legal Compliance
- Team leadership.
- Budgeting.
- Excellent communicator.
- Conflict resolution.
- Time & schedule management.
- Variance analysis
- Fund & Asset management

SCHOLASTIC

- Pursuing for Company Secretaryship (CS)
- Bachelor of Commerce (University of Kerala, India)
- Pre-Degree in Commerce (University of Kerala, India)
- X Standard, Matriculation (Govt. of Tamil Nadu, India)

CERTIFICATIONS

- ❖ Credential Evaluation and Authentication Report from World Education Services (WES), in Canada.

VISA – for multiple entry

- ❖ United States (B1/B2) Visa
- ❖ Canada (V1) Visa

Passport

Valid Indian Passport holder.

Kuwait – work experience

My 17 years of work experience have commenced in Kuwait in 2003 as an accountant in M/s. Raith Engineering & Manufacturing Co.W.L.L, Safat, Kuwait. During my tenure, I was handling the accounts & inventory management for the departments such as onshore oil drilling, offshore oil drilling & stevedoring. Therefore I was maintaining the payable and receivable, payroll, daily financial entries and reconciliations, monthly financial reporting, general ledger entries. I was also engaged in foreign exchange transactions as well as maintaining multiple currency accounts of the organization.

In 2009, I have joined with M/s. Abdulla Yousuf AL Radwan Gen.Trdg. & Contg. Co. W.L.L, Kuwait as an accountant, where I was handling accounts, inventory & shipment work for the import & retail department of the company. Accordingly, I had been updating financial & accounting records as well as managing shipment work such as Letter of Credit, Bill of lading and so on.

PERSONAL PARTICULARS

- ✓ Nationality :Indian
- ✓ Sex :Male
- ✓ Date of Birth :07-06-1980
- ✓ Marital Status :Married
- ✓ Abroad Visits :Canada, USA, Europe, Hongkong & Middle East.
- ✓ Languages Known: English, Hindi, Malayalam & Tamil.

HOBBIES:-

- ✓ Travel Photography
- ✓ Driving
- ✓ Listening to Music

India – work experience

In 2011, I have moved to India and started working with an auditing firm as senior accountant in Thiruvananthapuram in Kerala, India and had been continuing my employment until I have joined with M/s. S & J Travel & Cargo as Manager for Accounts up to the end of March, 2019.

Since April 2019, I have been designated as Functional Manager in M/s. Power Solutions (P) Ltd with key roles in Legal Compliance, Financial control & Cost analysis, Capital Structure, Sources & Procurement of funds, Project Budgets, Master Schedules, Allocate Unit Resources, Fund Utilisation, Disposal of Profits/Surplus, Cash flow quadrant.

Professional Experience

Organization : M/s. Power Solutions (P) Ltd., Trivandrum, India.
Designation : Functional Manager
Duration : Since April 2019

Duties and Responsibilities

- ❖ Legal Compliance.
- ❖ Management of Finance & Accounts.
- ❖ Management of revenue recovery.
- ❖ Budget & variance analysis
- ❖ Sources & Procurement of funds.
- ❖ Financial analysis
- ❖ Asset management.
- ❖ Cost analysis
- ❖ Fund management.
- ❖ Payroll management.
- ❖ Inventory management.
- ❖ Review & approve Project Budgets.
- ❖ Risk analysis of the project & problem management.
- ❖ Lead Hiring and Staffing Decisions.

Organization : M/s. S & J Travel & Cargo (P) Ltd., Trivandrum, India.
Designation : Accounts Manager
Duration : 09th April 2018 to 01st April 2019

Duties and Responsibilities

- Preparation of budgets on monthly basis.
- Preparation of Cargo sales report (CSR).
- Management of Receivables and Payables.
- E-filing of Goods & Services Tax (GST) & its apex works.
- Management of Export activities.
- Reconciliation of various accounts.
- Management of Tour operation.
- Income & Expenditure statement preparation on monthly basis.

Organization : Accounting & Auditing firm, Trivandrum, India.
Designation : Senior Accountant
Duration : 11th July 2011 to 31st March 2018

Nature of work done

- Management of Receivables and Payables.
- Reconciliation of various accounts.
- Preparation of budgets and variance analysis.
- Preparation of various reports.
- Monthly statement of accounts.
- Preparation of Final Accounts.

Kuwait – work experience

Organization : Abdulla Yousuf AL Radwan Gen.Trdg. & Contg. Co. W.L.L, Kuwait.
Designation : Accountant, Duration : 27th July 2009 to 04th June 2011

Nature of work done

- Reconciliation of Accounts.
- Cash & Credit Sales Checking.
- Salary preparation and its apex works.
- Preparation of Cash payment vouchers
- Systematical filing of documents & equipment handling
- Preparation of Trial Balance, monthly finalization report
- Finalization of Books of Accounts, Preparation of income statement, Balance sheet, Revenue Audits.

Shipment work

- Opening Letter of Credit with banks.
- Submission of documents like Bill of lading, Certificate of Origin, Invoice, packing list etc for customs clearance.
- Co-ordinating with shipping agencies for proper clearance in time.
- Tracking of vessels and keeping proper records of containers and goods on every clearance.

Inventory management

Item classification into divisions, sections, departments, articles etc., Item detail with multiple attribute, categories like brand, size, pack etc., Tracking of floor stock, warehouse stock, package stock and goods-in-transit., Inventory movement (opening, purchase, sales, consumption, closing) at quantity and value., Stock adjustment after verification of actuals with temporary/permanent update., Stock valuations with adjustments. Stock splits and conversions accommodated., Making item/barcode history for tracking.

Organization : Raith Engineering & Manufacturing Co.W.L.L, Safat, Kuwait., Designation : Accountant, Duration :14-April-2003 to 30 June-2009

Nature of work done

- Preparation of Cash payment vouchers for releasing cash .
- Cash & Credit Sales Checking.
- Aging reports for receivables & payables.
- Reconciliation of Accounts.
- Assisting for preparing the Finalization of Accounts.
- Salary preparation & its apex works.
- For the monthly finalization purpose, preparation of Trial Balance & various statements.