

**NAVEN M.P.**  
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## SUMMARY:

Highly skilled accounting and finance professional with 18+ years of experience. Proficient in management of accounts payable, accounts receivable, financial reporting and account reconciliations. Dedicated, resourceful and innovative team player who strives to achieve excellence.

## AREAS OF EXPERTISE:

- |   |                                    |                                    |
|---|------------------------------------|------------------------------------|
| ❖ <i>Audit &amp; Financial Statements</i> | ❖ <i>General Ledger Accounting</i> | ❖ <i>Financial Reconciliations</i> |
| ❖ <i>Accounts Payable/ Receivable</i>     | ❖ <i>Income Auditing</i>           | ❖ <i>Trial Balance</i>             |
| ❖ <i>Bank Reconciliation</i>              | ❖ <i>Payroll processing</i>        | ❖ <i>Cash Flow</i>                 |
| ❖ <i>Budgeting</i>                        | ❖ <i>Financial Reporting</i>       | ❖ <i>Costing</i>                   |

## CAREER SNAPSHOT:

From Mar 2017 till date	<b>Chief Accountant</b> MENA Plaza Hotel Al Barsha, Dubai, U.A.E.
From Sep 2012 till Jan 2017	<b>Chief Accountant</b> McGettigans Club & Restaurant L.L.C., U.A.E.
From Oct 2008 to Sep 2012	<b>Chief Accountant</b> Golden Tulip Suites - Dubai, U.A.E.
From Mar 2007 to Sep 2008	<b>Accounts Payable</b> Golden Tulip Suites - Dubai, U.A.E.
From May 2002 to Mar 2007	<b>Junior Accountant / Income Auditor</b> Oriental Palace Hotel Apartments, Dubai, U.A.E.
From Jan 2001 to Feb 2002	<b>Junior System Analyst</b> Sevenstar Computers, Cochin, India.

## WORK EXPERIENCE:

Current Organization: MENA Plaza Hotel Al Barsha, Dubai, U.A.E.

**Designation : Chief Accountant** (March 2017 till date)

- Prepare and maintain timely and accurate financial statements and reports in accordance with the General accounting standards.
- Preparing monthly management accounts, budgets, forecasts & VAT returns.
- Create update and ensure compliance to company policies and procedures.
- Oversee Accounts Payable and Accounts Receivable collections processes for any issues
- Reconcile the revenue and collection entries in the back office system (SUN Systems 6.01 & Vision).
- Preparing the bank reconciliation and cash flow statement.
- Carry out month end as well as year-end closing procedure including the ledger reconciliations.

- Maintain the Fixed Asset schedule, prepayment and accrual schedules for the month end closing.
- Oversee the monthly Food and Beverage inventory and prepares the Cost of Sales report.
- Prepare and scrutinize the monthly payroll and follows WPS requirements.
- Liaising with the external auditors in completing the annual financial audit.
- Manage the performance of the Finance team, including hiring, training, assigning tasks, giving guidance and monitoring the accuracy.

**Current Organization:** McGettigans Club & Restaurant L.L.C., U.A.E.

**Designation : Chief Accountant** (September 2012 till January 2017)

- Reconcile the revenue and collection entries in the back office system.
- Preparing the bank reconciliation and cash flow statement.
- Responsible for financial statement such as Profit & Loss and Balance Sheet for two properties.
- Supervising the Accounts Payable Assistant and Income Auditor in their daily work.
- Compiles and analyzes financial information to prepare entries to general ledger accounts.
- Does the month end closing of the account books and reconcile all the balance sheet account.
- Report preparation on a regular and timely basis and maintains the intercompany balances.
- Prepare the monthly payroll in accordance with the WPS requirements.
- Approves payment requests, employee advances & petty cash prior to payment.
- Assisting in the audit process conducted by the external auditors.
- Supervises Accounts Department in the absence of the Financial Controller.

**Company:** Golden Tulip Suites - Dubai, U.A.E.

**Designation : Chief Accountant** (October 2008 till September 2012)

**Designation : Accounts Payable** (March 2007 till September 2008)

- Reconciliation of all balance sheet accounts on a monthly basis.
- Preparing the monthly amount of the cheque disbursement journal for the cash position report and control of disbursement.
- Prepares monthly Financial Statements for distribution to Departments Heads and Executives.
- Responsible for the month end closing in the back office system (SUN Systems 4.2.6 & Vision).
- To prepare the monthly and year end closing of the hotel accounts ensuring proper documentations of all expense and balance sheet accounts.
- Assists Financial Controller in budget preparation and input forecast reports and monthly reporting to corporate office.
- Matching invoices to purchase orders and inputting invoices into the Accounts payable system
- Reconciling the supplier monthly statements and managing the supplier periodic cheque runs.
- Managing the supplier payments in line with the company working capital requirements
- Preparing the monthly accrual schedules for outstanding purchase order
- Assisting with the month end reporting routine
- Reconciling the addition and deletion of asset

**Company : Oriental Palace Hotel Apartments, Dubai, U.A.E.**

**Designation : Junior Accountant / Income Auditor** (May 2002 till March 2007)

- Checking the night audit report and daily transactions, and preparing the daily revenue report.
- Checking and updating the Accounts Receivable and preparing the Accounts- Receivable invoices to be sent to the respective Companies, follow up and preparing the monthly report.

- Checking the hotel daily cash and handling the bank transactions.
- Preparing the monthly report for the Dubai Municipality and DTCM.
- Handling the petty cash.
- Handling the Purchasing, verifying the quotations, comparing the price and checking the quality of the product purchased.
- In-charge of the personnel files of the staff and preparing the monthly staff payroll.

**Company** : M/s. Sevenstar Computers, Cochin, India.

**Designation** : **Junior System Analyst** (Jan. 2001 – Feb. 2002)

Worked as analyst cum programmer and have done Inventory Control System & Library Automation projects.

## ACHIEVEMENTS:

- *Part of the pre-opening team at MENA Plaza Hotel, Al Barsha, Dubai.*
- *Part of the pre-opening team at Golden Tulip Suites Dubai.*
- *Awarded “**Employee of the Year 2007**” and “**Employee of the Month – September 2007& October 2009**” certificates for outstanding performance in the job at Golden Tulip Suites Dubai.*
- *Promoted from Accounts Payable to Chief Accountant at Golden Tulip Suites Dubai.*
- *Part of the pre-opening team at Oriental Palace Hotel Apartments, Dubai*
- *Promoted from General Cashier to Income Auditor at Oriental Palace Hotel Apartments, Dubai.*
- *Awarded “**Employee of the Year 2006**” and “**Employee of the Month – February 2006**” certificates for outstanding performance in the job at Oriental Palace Hotel Apartments, Dubai.*

## QUALIFICATION:

- MBA in Finance from Sikkim Manipal University, India.

## IT Skills:

- Experienced in SUN Systems, Vision, Opera, Fidelio, Oasys Payroll Software and Computer Logic Systems (Hospitality Management Software)
- MS-Office, Peach Tree Accounting Package, Tally Accounting Package.

## PERSONAL DETAILS:

Date of birth	:	04 <sup>th</sup> May 1978
Passport No.	:	U0597094
Gender	:	Male
Marital Status	:	Married
Visa Status	:	Currently employment visa
Nationality	:	Indian
Language Proficiency	:	English, Hindi, Malayalam
Driving License	:	Valid U.A.E. license