**RATHEESH KUMAR**

**ACCOUNTS EXECUTIVE/SR.ACCOUNTANT- ACCOUNTS /FINANCE**

**PROFILE SUMMARY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* I am commerce/finance professional with 13 years of work experience in India and Muscat, Oman. I am competent and adaptable, with a good eye for detail. Through my work experience I have learnt the importance of team work & the Art of Effective communication. Currently I am searching for a middle management position in an Organization where I can make good use of my abilities and which adds value to my career as well.

**OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* To be a part of an organization which is growing rapidly that offers a challenging job, yet encouragement to work independently, ability to use skills attained in the past experience in a positive manner and to play a key role in helping the management in achieving its -organizational objectives, by fully exploring and utilizing the knowledge and skills I possess.

**AREAS OF EXPERTISE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Reporting and Documentation
* Accounts Payable & Receivables
* TDS, VAT, Sales Tax &EPF return filing
* Internal & External Audit
* Bank Reconciliations and Cash Flows Management
* Multi-tasking, Initiative & Result oriented
* Systems thinking, Planning and organizational skills
* Analyze financial information and summarize financial status
* Participate in financial standards setting and in forecast process
* Aptitude for numbers and quantitative skills
* Accuracy and attention to detail

**PERSONAL STRENGTH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking
* Willingness to learn new things and hard worker
* Good team player ,Positive attitude with self confidence
* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Excellent written and verbal communication skills.

**Contact: +91-9746177508**

**Email: ratheeshkumarjr@gmail.com**

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**EDUCATION & CREDENTIALS**

**MBA – Finance Management**

**B-Com-Kerala University-**

**Government of Kerala**

**CERTIFICATION**

* **Tally 7.2 – Tally Academy**
* **ERP – SAP module**
* **Diploma in Finance Accounting**
* **Oracle, Web mail, Internet**
* **Proficient with Windows-XP & MS Office**

**PERSONAL DETAILS**

**Date of Birth: 04th Sep 1985**

**Languages Known:**

* E**nglish**
* **Hindi,**
* **Malayalam and**
* **Tamil**

**License:**

* **Indian 4 wheel driving license.**

**Permanent Address:**

**TharaNivas**

**Perukavu PO**

**Trivandrum, Kerala, India**

**Pin – 695 573**

**ORGANIZATION SCAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accounts Manager**🞂 **Camellia & Elettaria The Twin Resorts –Munnar Kerala Since Nov 2018 to Till date**

**Responsibilities:**

* Monthly MIS report preparation and finalization of reports.
* GST statement preparation, TDS filing, preparation of all statutory compliance of Resorts.
* Certification of Invoices and Payment voucher preparation.
* Bank Reconciliation and Vendor Reconciliation.
* Preparation of various reports based on management requirement & providing analysis of financial data.
* Preparation of Salary Statement , SPA income, details, Restaurant sales
* Monthly, Quarterly and Yearly Accounts Closing and ensured compliance with accounting deadlines.
* Travel Agency, Supplier payment and ageing of their outstanding in daily basis.

**Sr.Accountant**🞂**Galfar Engineering &Contracting SAOG – Muscat, Sultanate of Oman Since Jan 2013 to Oct 2018**

**Responsibilities:**

* Monthly Inter unit billing to projects and sites.
* Certification of Invoices based on system GR.
* Month-end closing of GL, verifying with subsidiary ledgers (AP, AR, Fixed Assets) on timely basis to support group reporting
* Preparation of MIS reports and its analysis, comparison and reconciliation with the actual assessed figures / Budgeted figures /projected figures and report the variance and its reasons to UFM and to Unit Head for taking necessary corrective action if required.
* Preparation of various reports based on management requirement & providing analysis of financial data.
* Exposure in General Ledger Accounting and its final posting to TB.
* Monthly, Quarterly and Yearly Accounts Closing and ensured compliance with accounting deadlines.
* Managing Daily Cash Imprest Transactions of approx. OMR.5,000/- per day and its accounting.
* Managed Bank Transactions, Bank Transfers and online banking functions and Bank reconciliation.
* Exposure in Accounts Receivables & All Payables activities (with approx. 500+ vendors).
* Maintaining Fixed Assets Register & Depreciation schedule for 6000+ Veh & Eqpts.
* Accounting of inter unit transactions and reconciling the same with Business Units.
* Supervise wage card processing & submission of payroll documents and salary slip distribution.
* Liaising with Auditors.
* Bank Reconciliation, Vendors Reconciliation and Sister Concerns Reconciliation.
* Certification of Bulk Fuel invoices and Fuel card invoices/IVMS service charge invoice

**Accounts Executive**🞂**Gammon India Limited – Tuticorin NTPL Thermal Power Project May 2010 to Dec 2012**

**Responsibilities:**

* MIS reports finalization, preparation of Monthly Finance Statements.
* Preparing ERP Cash Book, Cash flow reports.
* Physical verification of cash and other securities.
* Vouching of Daily transactions & checking of documents regarding deposits cheques.
* Verification of HO Reconciliation and Bank reconciliation statements.
* Assist Accounts manager to Finalization of Accounts.
* Performs special assignments for management.
* Preparing liability statement of the projects.
* Preparing Billing and collection details of clients.
* Prepare TDS, VAT statement.
* Monthly payroll Preparation for 300+ employees.
* EPF challan preparation and submittals.
* Invoice entering, Invoice verification and preparation of cheques.
* Perform monthly supplier / distributor statement reconciliations and ageing analysis. Investigate and sort discrepancies if any.

**Internal Auditor**🞂**Asianet Satellite Communications Ltd – Trivandrum -Kerala June 2009 to April 2010**

**Responsibilities:**

* Performed Internal Audit function in accordance with the approved Audit Plan.
* Physical Verification of Cash and other securities and stock audit of centers.
* Performed Internal Audit function in accordance with the approved audit plan.
* Vouching of Daily Transactions & Checking of documents regarding Deposits.
* To provide management with an opinion on the internal controls.
* Assess whether the systems, processes and procedures of internal control with the corporate office and all the Branches are adequate, reliable and effective.
* Assist Internal Audit Manager to carry out his duties.
* Prepare reports and analyze results of audits with appropriate recommendations; and perform subsequent audits to ensure completion of appropriate.
* Scrutinize the Collection Vs. deposits of various Centre’s.

**Assistant Accountant**🞂**Gammon India Limited – Neyveli NDCT Thermal Power project April 2006 to May 2009**

**Responsibilities:**

* Performed Internal Audit function in accordance with the approved Audit Plan.
* Updating daily cash book in ERP.
* Preparing ERP Cash book and Bank Book.
* Prepare and maintain Bank register.
* Coordinating with bank related works.
* Prepare Ledger accounts, purchase book register.
* Assist senior accountant to carry out his duties
* Preparing petty cash vouchers.

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