**SREENATH.D**

**Position: Senior Accountant**

**Experience: 13 Years**

**Educational Qualification: B com.**

**Mobile: +91 7736449616**

**Email:** [**sr33nath.sg@gmail.com**](mailto:sr33nath.sg@gmail.com)

**Current Location: Kerala, India.**

**Skills**

* Experience in various aspects of accounting management, financial reporting, Internal and External auditing procedures.
* Accounts Payable, Accounts Receivables, Bank Reconciliation, Finalization of Accounts
* Month end & Year-end closing of Books, Management & Financial Reporting & inter-company accounts, and aging.
* Experience in Tally ERP, MYOB, QuickBooks and Fact accounting systems.
* Experience in using various Point Of Sales Software’s
* Strong MS Office skills
* Accounting, Reporting Skills, Attention to Detail, Deadline-Oriented, Confidentiality
* Time Management, Data Entry Management, General Math Skills
* Good official communication Skill

**Achievement**

* Revamped the manual accounting system of the company by introducing databases and Software.
* Trained accounting personnel in the utilization of newly introduced accounting software
* Formulated daily worksheets for easy transaction recording purposes, thereby reducing verification time.
* Never ran out in preparing Profit & Loss Statements and Statement of financial
* Represented as the most committed and skilled point of contact for all internal cash management questions.

**Major Roles in Various Organization**

* Senior Accountant (Freelance) Singapore Based Company – 2019 Dec – Present
* Senior Accountant in Optimus Sports Pte Ltd – Singapore – 2009 Nov – 2019 Nov
* Accountant in Sports Network Pte Ltd – Singapore – 2005 Dec – 2009 Jul
* Assistant Accountant in Capitan Exporting Company – India – 2003 Feb – 2005 Nov
* Accounting Clerk in Elctro tech – India – 2000 May – 2003 Jan

**Educational Qualification**

* Bachelor of Commerce 1997 – 2000
* Post Graduate Diploma in Computer Application (Part Time) 1998-2000

**Employment Records**

**Companies: Optimus Sports Pte Ltd and Enso Lifestyle Pte Ltd, Singapore**

**Position: Senior Accountant (Freelance)**

**Year: Dec 2019 – till date**

* Oversea Full Set of Accounts, AP, AR & GL.
* Preparation of Profit and Loss Statement, Balance Sheet and Statement of Cash Flows.
* Quarterly GST filing.
* Analysis and preparation of monthly management reports.
* Journal vouchers, accruals, General Ledger reconciliations, and numerous analysis, including P&L variance, inter-company accounts, and ageing.
* Responsible for the monthly closure of books of accounts.
* Analysis and review of Debtors and Creditors.
* Maintenance of Fixed Asset Register and calculation of Depreciation.
* Work with internal and external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests.
* Liaise with Company Secretary & Auditor on ACRA & Tax Matters.
* Provide all Accounting Software (MYOB) support to staff.

**Companies: Optimus Sports Pte Ltd, Singapore**

**Position: Senior Accountant**

**Year: Oct 2009 – Nov 2019**

* Full spectrum of the Financial, Accounting functions.
* Preparation of Profit and Loss Statement, Balance Sheet and Statement of Cash Flows.
* Quarterly GST filing.
* Analysis and preparation of monthly management reports.
* Journal vouchers, accruals, General Ledger reconciliations, and numerous analysis, including P&L variance, inter-company accounts, and ageing.
* Responsible for the monthly closure of books of accounts.
* Analysis and review of Debtors and Creditors. Follow-up for Accounts receivable.
* Accounts Payables - Reconciliation and payments.
* Reconcile inventory at multiple foreign and domestic warehouses and adjust journal entries to balance the general ledger with perpetual inventory system.
* Maintenance of Fixed Asset Register and calculation of Depreciation.
* Knowledge in taking care and controlling the sales in retail shops with the help of POS software.
* Preparation of Audit Schedules.
* Work with internal and external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests.
* Liaise with Company Secretary, Auditor & Tax Agent on ACRA & Tax Matters.

**Companies: Sports Network Pte Ltd, Singapore**

**Position: Accountant**

**Year: Dec 2005 – Jul 2009**

* Maintaining Purchase & Sales bills and registers.
* Handling preparation and maintenance of various books / registers viz. cashbook, bankbook, and fixed assets register to ensure smooth accounting operations.
* Handling of reconciliation statements viz. Bank Reconciliation, Stock Reconciliation, Debtors and Creditors Reconciliation.
* Analysis and review of debtors and creditors. Preparation of trial balance, profit and loss accounts, and balance sheet.
* Preparation of management reports.

**Companies: Capitan Exporting Company, Kerala, South India**

**Position: Assistant Accountant**

**Year: Feb 2003 – Nov 2005**

* Preparation of various reports for senior managers.
* Maintaining purchase & sales bills and registers.
* Handling preparation and maintenance of various books/registers viz. cashbook, bankbook, and fixed assets register to ensure smooth accounting operations.

**Companies: Elctro Tech, Kerala, South India**

**Position: Accounting Clerk**

**Year: May 2000 – Jan 2003**

**Personal Details**

Date of Birth: 28-04-1978

Religion: Hindu

Nationality: Indian

Marital Status: Married

Languages Known: English, Malayalam, Tamil and Hindi