# Gireesh.U.L

**kayamkulam**

**Alappuzha**

**Mob: 730 664 2541**

**Mob: 996 184 3462**

[**ulgireesh@gmail.com**](mailto:ulgireesh@gmail.com)

[**gireesh.ul@gmail.com**](mailto:gireesh.ul@gmail.com)

|  |  |
| --- | --- |
| **Career Objective** 7 years experiences as an **Accountan**t and **Administration** with in depth knowledge of accounting tools, Management policies, procedures and Accounting transactions up to finalisation. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge. **Well knowledge of Vat taxation in United Arab Emirates.** | |
| Summary of Experience | * **Seven**  years of experience as Accountant in UAE.and **Two** year experience in India * 1 Years and Continuing as senior Accountant since March 2018 with Speed House Group of Companies * 2 Years as Senior Accountant in Artec Water System LLC, Dubai- UAE. * 2 Years as Junior Accountant in Dubai Crystal Mineral Water and Refreshments |
|  | 1:Company: **Speed House Group of Companies**  **a)Speed house contracting LLC**  **b)Speed house furniture manf LLC**    Designation: **Senior Accountant**  Period: **From** **March 2018 – August 2019**  **Responsibilities:**   * Reporting to Group CFO * Financial Reports & In-House Reports Preparation * Quarterly VAT Reconciliation and Finalization with Consultants * Accounts Payable – Letter of Credit & Cheque Payment * Handling of Import & Export LC, CAD and Bill of Exchange * Cash flow, Aging analysis and Landed Costing of Import Purchase * Sales Invoice, Purchase Invoice booking in ERP System. * Reconciliation – Bank , Supplier and Intercompany and Report Preparation * Maintain the General ledgers – Journal entry – Payable aging report * Working with Focus ERP Accounting Software * Petty cash handling and timely reimbursement. * Schedule Reports – Fixed Assets, Prepaid, EOSB & Leave Salary(Yearly and Monthly) * Stock checking and updating in system * Calculate salaries and benefits – Data enter invoices for payment * MS Excel |
| **Career Path...** | 2:Company: **Artec Water System LLC**  Designation: **Senior Accountant**  Period: **From** **May 2015 –30 Jan 2018**  **Responsibilities:**   * Handle full spectrum of financial and cost accounting role eg. AR, AP, GL, forecasting, budgeting etc * Responsible for day to day finance and accounts operations * Perform full set of accounts and ensure timely closing of accounts. * Perform project cost forecasts/budgets, cost tracking, monitoring and controls. * Responsible for timely monthly consolidated financial statements, payments and cash-flow management. * Review & approve payment vouchers & journal entries * Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis. * Issue project cost reports for review and approval. * Develop and maintain internal control and effective accounting system and policies for the set up. |
| **Career Path...** | 3:Company: **Dubai Crystal Mineral Water and**  **Refreshments , Dubai**  **ISO9001:2008 & HACCP Certified Company**  Designation: **Accountant**  Period: **From** **December 2012 –March 2015**  **Responsibilities:**   * Posting of Sales &Purchase entries in Tally * Maintenance of petty cash * Preparation of attendance sheet of employees including Overtime. * Verifying the Bank Reconciliation statements. * Auditing of books of records and the Finished stock and Raw materials weekly and reporting the same to Chief Accountant. * Shift management for the employees. * Preparation of Damage report. * Preparation of Reconciliation Statement for raw materials for reducing wastage. * Making of ground accounting work for the new Tomato paste factory. * Making of Monthly audit report and submit the same to the Chief Accountant |
|  | 3:Company: ***M/s Tax aid, India***  Designation: **Audit Accountant**  Period:  **From march 2010-november2012.**  **Responsibilities:**   * Checking the Books of Accounts and prepare final statements and its schedules. * Appearing Sales Tax and Income Tax Authorities . * **Prepare and E-filing Income Tax and Sales Tax and vat Returns**. * Verifying the Bank Reconciliation Statements. |
| Qualification | * **Master of Commerce(M.COM) with specialised in finance in first class** * **Graduation in Commerce wit taxation as main with first class.** * **Passed Charted Accountant Preliminary Test (CPT).** |
| IT Skill | * Certificate in Tally(experienced). * Well Knowledge Focus(experienced). * Well knowledge of MS Office - **Windows, Word, Excel.** |
| **Personal Information** | * Nationality : Indian * Place of Birth: Kerala * Date of birth: 24/06/1989 * Marital Status: Married * Languages known: English, Hindi, Malayalam, Tamil |

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Gireesh.U L