

PILTO PAULSON

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Dubai, UAE | 03 Nov 1993 | Indian | Residence Visa

Professional Summary

Seasoned accounting and administration professional with over 10 years of experience in financial management, regulatory compliance, and office operations. Demonstrated leadership by progressing from Accountant to Head of Department – Accounts at Wimpey Laboratories. Proficient in various accounting software including Tally ERP, Odoo ERP, QuickBooks Online, SAP, and Navision. Adept at streamlining financial processes, enhancing reporting accuracy, and leading cross-functional teams.

Core Competencies

- Financial Reporting & Analysis
- Regulatory Compliance (VAT, WPS)
- Budgeting & Forecasting
- Audit Preparation & Support
- ERP Systems: Tally, Odoo, SAP, Navision
- QuickBooks Online, LIMS
- Team Leadership & Training
- Process Improvement & Optimization

Professional Experience

Head of Department – Accounts – Wimpey Laboratories, Dubai, UAE

Jan 2025 – Present

- Promoted from Accountant to Head of Department for exemplary leadership.
- Oversee and review all accounting transactions, ensuring accuracy and compliance with financial standards.
- Implement and maintain strict protocols to ensure confidentiality of financial data.
- Manage invoicing processes and supervise journal entries.
- Prepare and present financial reports to support management decisions.
- Lead audit preparations and enforce company financial protocols.

Accountant – Wimpey Laboratories, Dubai, UAE

Jan 2023 – Dec 2024

- Managed accounting transaction entries, maintained financial databases.
- Handled invoicing and ensured confidentiality of financial data.
- Posted journal entries and prepared financial reports.
- Ensured compliance with financial regulations and audit preparations.

Accountant – Asset Accounting & Book Keeping Est, Al Ain, UAE

Jun 2022 – Oct 2022

- Reviewed accounting transactions, reconciled petty cash.
- Prepared balance sheets, income statements, and ensured timely bank payments.
- Managed payroll via WPS and handled VAT calculations and returns.

Accountant – Phygcart E-Commerce Pvt Ltd, UAE & India

Dec 2019 – Mar 2022

- Received and reconciled payments by cash, cheque, and cards.
- Maintained accurate financial data and processed journal entries.
- Prepared regular financial reports and statements.

Accountant – M/s Singhal Gupta LLP, India

Nov 2018 – Nov 2019

- Led audit teams, assigned tasks, and ensured compliance.
- Reviewed audit work, maintained client relationships, and managed billing.

Accounts cum Administration – Thomas & Co., GST Practitioner & Retired Sales Tax Officer, India

Jan 2018 – Oct 2019

- Led accounting for clients, provided consultations, filed returns.
- Prepared statutory financial statements and maintained records.

Article Assistant – George and Paulson Chartered Accountants, India

Jan 2014 – Jan 2018

- Conducted audits, evaluated internal controls, and suggested improvements.
- Prepared audit reports and financial statements.

Education & Certifications

- Master of Commerce (M.Com Finance), Mahatma Gandhi University, Kerala, India – 2019
- CA Inter Group 1, Institute of Chartered Accountants of India – 2019

Technical Proficiencies

- Accounting Software: Tally ERP, Odoo ERP, QuickBooks Online, SAP, Navision
- Other Tools: MS Office Suite, LIMS

Personal Details

- Nationality : Indian
- Marital Status : Married
- Date of Birth : 03 Nov 1993
- Visa Status : Residence Visa