

ARUN KUMAR
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CAREER OBJECTIVE

Enthusiastic and multitasking young professional experienced in accounts, finance and taxation seeking a challenging position in the hospitality industry, where I can grow in terms of knowledge, skills and attitude and put to use my analytical abilities and professional competence for the development of the organization.

CORE COMPETENCIES

Financial Accounting	Accounts Payable	Financial Support
Bank Reconciliation	Accounts Receivable	Value Added Tax (VAT)
Cash Flow Statement	Account Reconciliation	Hospitality Industry
General Ledger	Accounts Finalization	Food & Beverage

PROFESSIONAL EXPERIENCE

Golden Spike and Wheat Est. Abu Dhabi UAE

Accountant cum Purchaser

May 2010- Till Date

- Responsible for handling the accounting role of 40 outlets all over U.A.E.
- Managing the departments like accounts payable and accounts receivable.
- Verify that all invoices are supported by duly approved purchase orders, receiving documentation and the approval of management personnel.
- Preparation of vendor's cheques in order to ensure the payments before end of the agreed credit terms.
- Perform month end accounting activities such as reconciliation on of general ledgers, Supplier reconciliations, and post journal voucher entries such as indirect expenses, bank payments, accruals (revenues and expenses), prepaid expenses and payroll accruals.
- Preparation of tax invoices and obtain signature from the finance manager for the catering services provided to the customers.
- Send the original invoices with supporting documents to the customers; file a copy of the full set in the customer file and another copy in the sequential file.
- Prepare and send statement of accounts to the debtors.
- Follow up with customers to collect the pending payments.
- Calculate commission for credit card payments received.
- Issue receipts for cash and cheques received from customers.
- Preparation of monthly bank reconciliation statement.
- Preparation of monthly cash flow statement to review the cash position and forecast funds required to honor the financial commitments.
- Assist finance manager in the preparation of monthly profit and loss statements outlet wise and consolidated.
- Preparing and reconciling V.A.T liability and timely filing of V.A. T returns.

- Place orders for Suppliers
- Preparing PO,GRN and Supplier Bill.
- Issuing items from stores as per the requisition
- Preparing store issue voucher
- Monitoring stock level for avoiding shortage of raw material

Golden Loaf and Wheat Est., Sharjah ,UAE –

Accountant Aug 2008 – Apr 2010

- Preparing consolidated financial statements comprising of Balance sheet, P&L and Cash flow statements as per IFRS
- Preparation of standalone Budget and Assisting in Group Consolidated Budget
- Preparing quarterly forecasts for the company.
- Compare and compute the variances for each month and year to date performance against budget and forecast.
- Preparation of monthly management P&L.
- Review and approving Bank Reconciliations, Journal vouchers & Payment vouchers.

EDUCATIONAL CREDENTIALS

Diploma in Electronics and Telecommunication Engineering 2003-2006

COMPUTER PROFICIENCY

Microsoft Office | Tally E.R.P

LANGUAGE PROFICIENCY

English | Hindi | Malayalam | Tamil

STRENGTHS

- Good interpersonal, communication and management abilities.
- Exceptional ability to plan for the future.
- Motivate myself to work towards the goals.
- Good team player.
- Willing to take risks.
- Result-oriented.
- Able to immerse into something passionately and with loyalty for a prolonged period.
- Easy and fast learner of any new enterprise resource planning (E.R.P) and software packages.
- Knowledge of advanced Microsoft Excel skills.

PERSONAL INFORMATION

Date of Birth	:	25/5/1984
Marital Status	:	Married
Passport Valid Till	:	May, 2027
Visa Status	:	Employment Visa
Nationality	:	Indian
Mobility	:	Valid UAE Driving License