

Suresh K Thankappan

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OBJECTIVE

A challenging position in Business Finance, Administration & Human Resources were excellent analytical and technical skills can help improve the company's profitability and a flexible interpersonal style to help ensure the effective and efficient flow of work throughout the organization.

CORE COMPETENCIES

- ❖ Strategic & Financial Planning
- ❖ Business Performance Improvement
- ❖ Accurate Forecasting & Business Analysis
- ❖ Payroll Processing
- ❖ Recruitment & Office Administration
- ❖ Vendor & Customer relations

WORK EXPERIENCE

Fashion District Trading Company, Salam Mall, Riyadh, KSA (Al Hokair Group, KSA)

Period: August 2015 – March 2020

Designation: Senior Accountant- Finance Dept.

Reported to CEO & oversaw the company's day-to-day financial requirements, accounting, book keeping, Accounts Payable/Receivable, Cash flows, Projections, Budgeting, Preparation of annual auditing & Zakat submissions and finalization of documents for Quarterly VAT submission and accountable for the smooth running of Finance Dept of the ecommerce business.

- ✓ Executed short & long term comprehensive financial strategies to reach company goals
- ✓ Advised on new financial and accounting regulations when required
- ✓ Collated & prepared reports, budgets, accounts, commentaries and financial statements
- ✓ Adept in strategic analysis and assisted with strategic planning in reducing costs
- ✓ Produced long-term business plans and generated monthly & quarterly budget reports
- ✓ Controlled income, cash flow and expenditure & suggested cost reduction areas
- ✓ Led the modelling, planning and execution of all financial processes of Online business
- ✓ Ensured the best financial practises are implemented in all areas of business

Al Ghurair Constructions, Olaya, Riyadh, KSA

Period: September 2013 – August 2015

Designation: Senior Human Resources & Admin Executive

Reported to HR & Administrative Manager : effectively managed administration, Recruitment, Payroll Assistance, Air Ticketing, Hotel Reservations, Car Renting, Transporting etc.

- ✓ Participated in recruitment process for local and overseas candidates like screening applications, conducting interviews, provides information related to company history, vision and values, Code of Conduct, benefits, attendance policy etc.
- ✓ Coordinated with the Camp Administrator for accommodation of new arrivals, Scheduling transportation, use of temporary labour as needed etc.
- ✓ Coordinates with the Government Relations Department regarding the renewal of employees Iqama.
- ✓ Prepared yearly manpower plan, Weekly/Monthly reports, maintain employee payroll | attendance records ,provide feedbacks and resolving all labour issues.

Alfanar Ceramics & Porcelain, New Kharj Road, Riyadh, KSA

Period: April 2011 - September 2013

Designation: Project Coordinator

Reported to Executive Operations Manager; Coordinated with the Project managers /senior managers and ensure that all commitments are met in accordance to the goals of the project.

- ✓ Managed office operations to ensure efficiency and productivity & coordinated between the Management and different contractors;also follow-up of projects and tenders.
- ✓ Coordinated with the Purchase Department for material delivery of Projects.
- ✓ Follow up Recruitment process with HO Recruitment team in order to update the management &manage accounts receivable/payable and Process monthly payroll.
- ✓ Arranged meetings related to the project completion with concerned managers; also prepared & circulated the minutes of meeting for the attendees.

OGER Dubai LLC, Dubai, UAE [Division of Saudi OGER Group].

Period: September 2007- March 2010

Designation: Project/Logistic Coordinator

Reported to Operation Manager & Coordinated with the Project managers /senior managers and ensure that all commitments are met in accordance to the goals of the project.

- ✓ Coordinated with the Purchase Department for material delivery of Projects and for timely issuance of Materials from the warehouse to the concerned projects.
- ✓ Follow up Recruitment process with HO Recruitment team in order to update the management &manage accounts receivable/payable and Process monthly payroll.
- ✓ Prepare and circulate the minutes of meeting for the attendees of the meeting,
- ✓ Prepared abstracts of suppliers invoices to the Finance Department for payment

Aswini Diagonisits, Coimbatore, Tamilnadu, India

Period: January 1998 – July 2007

Designation: Asst. Manager -Accounts Payable(Finance Dept.)Reported to Finance Manager who was responsible for A/C Receivable, A/C Payments & G L

- ✓ Prepares monthly statements by collecting data; analyzing and investigating variances; summarizing data, information, and trends.
- ✓ Support to the Manager to preparing balance sheet, profit and loss statement, Bank reconciliation statements and daily basis cash balance

Sthapathy Constructions, Coimbatore, Tamilnadu, India

Period: June 1994 – December 1997

Designation: Accountant

Reported to Finance Manager who was responsible for A/C Receivable, A/C Payments & G L

- ✓ Prepares asset, liability, and capital account entries by compiling the account information.
- ✓ Substantiates financial transactions by auditing documents.
- ✓ Reconciles financial discrepancies by collecting and analyzing account information

E D U C A T I O N

- ❖ Master of Business Administration – MBA –Finance [Pursuing]
Madurai Kamaraj University , India
- ❖ Bachelor's Degree in Commerce – BCOM (Mahatma Gandhi University) , India
- ❖ Pre-degree (Kerala University) , India

T E C H N I C A L S K I L L S

- IT Skills: Good Knowledge of Tally, Navision, SAP, Bright pearl, My Com. Etc.
- Kerala Govt. Technical Exam - Type Writing [English Lower]
- Training on Logistics & Supply Chain [Career Institute, UAE]

P E R S O N A L I N F O R M A T I O N

Date of birth: 7th May 1971

Marital status: Married

Nationality: Indian

L a n g u a g e s K n o w n

- ❖ English [Fluent], Malayalam [Mother tongue], Hindi [Fluent], Tamil [Fluent] & Arabic [Intermediate]

D E C L A R A T I O N

I hereby declare that the above-mentioned details are true to my knowledge and belief.

Date:

Suresh K. Thankappan Nair

Place: