

**Krishnadas B Menon**

Dubai UAE

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UAE Driving License Holder

Professional Profile & Value

General Accountant

Over 6 years of professional experience in general accounting and global procurement operations.

Core experience in Accounts payable and receivable operations, Budgeting and forecasting operations, Bank reconciliation and vat statement preparations.

Areas of Expertise

- *Monthly Accounts Management
- *Budgeting & Forecasting
- *Bank Reconciliations
- *Debtor and Creditor Reconciliation
- *Employee expense management
- *PO creation and follow up
- *Company license renewals

Occupational Contour

Silver Rock Electrical Company – Abu Dhabi (Sep 2018 to Feb 2020)

Designation: General Accountant

- Responsible for accounts payable and receivable activities
- Employees expense management
- Bank Reconciliation
- VAT Statement preparation
- Processing for IDA
- Debtor's reconciliation and follow up
- Prepare Cash Flow Statement
- Responsible for administrative jobs related to custom clearance
- Overhead calculation

Rich Trading Co LLC - Dubai (Dec 2013 to Feb 2018)

Designation: Accountant

- Perform accounts receivable and accounts payable activities
- Monthly payment follow up
- Process invoices for payment & make payment to suppliers
- Prepare sales quotations
- Creating purchase orders and follow ups

- Review all invoices for appropriate documentation and approval prior to payment
- WPS transactions (Salary Transfer)
- Vendor database management
- Responsible for financial reporting
- Reconcile accounts payable transactions & maintain the general ledger
- Part of Payroll - Calculate salary for employees
- Verify discrepancies and resolve clients billing issues
- Sales Co-Ordination
- PDC Handling

NTrust (India) (Sep 2010-Oct 2013)

Designation:Accountant

- Preparation of monthly purchase statements
- Tallying collection with sales
- Maintain ledger books and billing sales
- Daily stock verification and maintenance
- Tallying bank statement monthly
- Deposition of daily cash & other payment instruments
- Purchase order verification
- Sales co-ordination.
- Monthly Sales and Purchase VAT Returns.

Skills And Abilities

- Expertise in Tally and other accounting applications.
- Good at managerial and financial reporting
- Ability to communicate comfortably at all levels.
- Governmental agency liaison
- Taxation compliance

Academic Qualifications

- M.Com: Calicut University, Kerala, India (2013)
- B.Com: Calicut University, Kerala, India (2010)
- Plus-Two: Board of Higher Secondary Education, Kerala, India (2007)

Personal Details

- **Nationality** : Indian
- **Sex** : Male
- **Date of Birth** : 06.10.1989
- **Marital Status** : Single
- **Languages Known** : English, Hindi, Malayalam and Tamil
- **Visa Status** : Visit Visa (Expiry Date:10-12-2021)