



Santhosh Kumar TI
Accounts Manager
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Dedicated and result oriented Master of accounting professional with more 23 years of work experiences in different fields viz. Accounts Supervision, Payroll Management, Auditing and teaching. Focusing on competent field where I can accommodate my vast experiences under skillful manner.

Skills

- **Accounts Supervision and handling of Auditors**
- **Budgeting, forecasting and variance analysis**
- **VAT & WHT calculation.**
- **Payroll Management**

Employment and Work experiences

May -22- 31 Jul 22	Accounts Manager	Terminal Subsea Solution Marine Services
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- Managing entire accounting activities from journalizing to finalization.
- Financial reporting and dealing with auditors
- Supplier and customers handling
- Cash Management, payroll supervision.

Nov 2015 -03 Mar 2021	Senior Accountant	Rawabi Vallianz offshore services -KSA
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- Preparation of Financial Statements, Cash Flow Statements and other Sub schedules.
- To prepare Financial Budgeting, forecasting, Costing and Variances.
- Annual Financial Report Coordination
- VAT Calculations and submission.
- Supplier and Customer communication, follow up collection, Arranging supplier payments.
- GL and Sub Module reconciliation.
- Follow up invoices for closing advance to Suppliers and Customers
- Prepare AR & AP aging for weekly and monthly and take follow up action.
- Prepare amortization, allocation and accrual expenses schedule get to be recorded.
- Cash Management like arranging Funds, LCs, Loans for supplier payments.
- Prepare Bank reconciliation statements, Loan schedule under segregation of current and non-current with repayment date in every month.
- Reconciliation of supplier statements monthly to prepare AP accruals.
- POs approval, follow up unapproved and non-delivered POs.
- Issue of sales and unbilled invoices, follow up of overdue invoices.

Mar-2010 to Oct-2015	Accountant	Rawabi Oil and Gas Co.-KSA
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- **To Run the Payroll after making adjustments viz absences, vacation, loan addition and deduction and finally transfer the money to each employee in a most accurate within strict time frame.**
- **Managing AP viz. Creation of AP invoices and payment processing, Aging, reconciliation with supplier statements.**

- *Cash Management Viz. issue of LCs and Loans with treasury department and preparation of Bank reconciliations*
- *Managing AR viz. Sales order and AR creation, recording of collection, aging etc.*
- *Prepare accrual, allocation and amortization sheet.*
- *Inventory Management viz. Material Inspecting, Receiving, Tagging, issuing, balancing and maintaining stock level etc.*

Nov 2004 to Feb 2010	Payroll Accountant	Al Hamad Construction and Development Co-Bahrain
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- Verification of timesheet, addition and deduction of employee benefit, run the payroll etc.
- Calculation of leave salary and severance benefit as per Bahrain law
- Review the accruals of employees viz. Ticket, leave, Severance benefit
- petty cashier
- Make accounts payable payment and bank reconciliation

Apr 1995 to Apr 2004	Auditor/Income tax practitioner	Private /Chartered Accountant Firm-India
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Worked as statutory and internal auditor in nationalized bank and simultaneously worked as income tax practitioner for part time where tax calculation, submission and payment, Internal Auditor of Indian Overseas Bank.

EDUCATIONAL QUALIFICATION

Master of Commerce-Accounting (1994-1995)

Awarded by Kerala University, Kerala, India

Bachelor of Commerce-Accounting (1991-1993)

Awarded by Kerala University, Kerala, India

SET (State Eligibility Test) -Teaching (2002)

Awarded by Directorate of Higher Secondary Education, Kerala, India

TECHNICAL SKILL

	Tools	Skill level
Office application	<i>Microsoft Excel</i>	<i>Good</i>
Accounting Package	<i>Tally prime</i>	<i>Good</i>
	<i>DOS version (MCBA)</i>	<i>Good</i>
	<i>Oracle</i>	<i>Good</i>

PERSONAL DETAILS

Date of Birth	20-05-1973
Marital status	Married
Nationality	Indian
Passport No	M5304383
Religion/Cast	Hindu, Nair
Languages Known	English, Hindi, Malayalam

HOBBIES

Major interests are listening to music, reading, playing cricket and football

MY TRAITS

- Good Communication skills and good presentation ability.
- Capable of adopting any type of environment and can work under pressure.
- Energetic & well physical condition.
- Ability to work independently and as a member of a group.

I would be thankful if I am called for personal Interview and would like to assure that if selected, I would discharge my duties to the best of my abilities and to my superiors' satisfaction.

Thanking you


Santhosh Kumar TI