



KRISHNADAS CHATTIYATH

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Address: Abu Dhabi, UAE
Visa Status: Employment (Transferable)

CAREER OBJECTIVE:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE:

1. GENERAL ACCOUNTANT

CROWN PAPER MILL LLC

Duration: December 2019 to date

Reporting to: Finance Manager

MAJOR DUTIES AND RESPONSIBILITIES:

- Handling daily operation with Banks through monitoring the implementation of cash transactions, plus recording on the SAP System.
- Ensuring that all bank transactions recorded & maintained in the system with proper documentation by periodical Bank Reconciliation.
- Processing of LC and Avalization documents from bank until the settlement of the same and requisition of TR for the same as per the bank facilities of the company.
- Verification of all the bank charges including LC Charges, TR charges etc.. comparing with bank facility letter or pricing.
- Preparing the Treasury Reports including the balances and outstanding with banks and management of cash for timely settlement of those outstanding with bank on or before due date.
- Interacting with Relationship managers of bank regarding the company transactions, annual facility renewals and required actions.
- Monthly cash flow preparation and submission to management.
- Handling Petty cash and Petty cash transactions with proper documentation and needed approvals.
- Handling of accounts payables with proper booking of verified invoices and timely payment of the same on due date.
- Submission of monthly aging reports and payment plan to management to support the cash flow management.
- Maintaining the proper documentation of all the AP related transactions and verification of all the details provided by the vendor for safe and secure processing of each transaction.
- Handle monthly, quarterly and annual closings.
- Working with auditors for quarterly and yearend audit

2. ACCOUNTANT

XERVON INDUSTRIAL SERVICES LLC

Duration: April 2016 to November 2019

Reporting to: Finance Manager

MAJOR DUTIES AND RESPONSIBILITIES:

- Booking of all type of financial transactions (JV, BRV, BPV, PCV etc.) into the ERP System
- Allocation of expenses to accounts and cost centers by analyzing invoice/expense reports
- Managing the payment of vendors by monitoring discount opportunities, verifying invoices and statement of account with books,
- Handling Accounts Payable in accordance with the reports on monthly basis.
- Scheduling and preparing checks, resolving purchase order, contract, invoice, or payment discrepancies and documentation
- Ensuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments
- Managing Petty Cash transactions and ledger reconciliation
- Prepare the Cash flow plan for the upcoming periods
- Preparing Bank Reconciliation Statement and liaising with bank books
- Preparing Monthly Report about Bank, stock, cash, Vehicle fuel, repair, insurance & renewal etc.
- Preparing and verifying the employee entitlements, leave and final settlements
- Execution of Monthly closing works with adjusting the provisions and prepayments
- Ensuring to remove the provisions once the actual cost has been incurred and related invoices are booked in the system
- Preparation of tax invoices to the clients based on the work done reported by Operation dept.
- Preparing receivable and payable ageing reports monthly and need base
- Working with auditors for quarterly and yearend audit
- Finalization of accounts up to Balance Sheet (Closing, Adjusting entries)
- Special Assignments/ Reports as Assigned By Management From Time to Time

3. ACCOUNTANT

SREELAKSHMI ROPES

Duration: June 2015 to December 2015

Reporting to: Accounts Manager

MAJOR DUTIES AND RESPONSIBILITIES:

- Booking petty cash expenses, purchase invoices and Goods Receipt note and cross verifying with the documents.
- Ensuring the documentation and Booking has been done on the basis of accounting standards
- Maintaining the stock register, stock reports for the audit purpose.
- Preparation of Bank reconciliation and cash flow statement on monthly basis.

4. ARTICLE SHIP TRAINEE

T.I.MATHEW & CO.

Duration: July 2013 to May 2015

Reporting to: Auditing Manager

MAJOR DUTIES AND RESPONSIBILITIES:

- Auditing of different classes of firms like financial institutions, Trading and Manufacturing Concern
- Assistance in valuation of entries made
- VAT management of different organizations and filing the returns in proper time.
- Filing of income tax returns of individuals, partnership firms and companies.
- Preparation of financial statements of companies.
- Presenting the summarized audit report to the respective firms.
- Preparation and filing of returns under various indirect tax laws like Excise Law, Central Sales Tax, State Sales Tax, Service Tax, etc.

- Developing skills in applying theoretical knowledge to practical situation

SKILLS & ABILITIES:

- Specialized in Commonly used accounting soft wares
- Team player & can work under pressure
- Convincing skills with Managerial Qualities
- Highly adaptive to the culture and values of the organization
- Have professional skills in MS Office, Excel & Outlook

EDUCATIONAL TESTIMONY:

<u>YEAR</u>	<u>QUALIFICATIONS</u>	<u>BOARD/UNIVERSITY</u>	<u>GRADE</u>
2015	PGDIFA	INSTITUTE OF PROFESSIONAL ACCOUNTANTS	PASSED
2013	B.com	CALICUT UNIVERSITY	80%
2010	Intermediate	BOARD OF HIGHER SECONDARY EDUCATION, KERALA	83%

CERTIFICATIONS & AWARDS:

- MS Office-Microsoft Excel Global Certificate Holder(2015)
- TALLY ERP 9.0 Certificate Holder.
- Certified User of SAP B1.
- Bonus reward from XERVON INDUSTRIAL SERVICES based on the performance.
- Bonus reward from CROWN PAPER MILL LLC based on the performance.

PERSONAL DETAILS:

Visa Status : Residential
Date of Birth : 26/05/1993
Nationality: Indian
Passport No: N1946980
UAE Driving License: Yes

REFERENCES:

- Will be furnished on Demand .