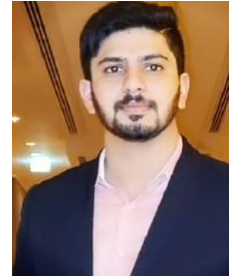


# Adithya Narayanan



Methodical Accountant adept at managing budgets, payroll and invoicing. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Fastidious in tracking all expenses and reconciling accounts.

✉ helloadithya3@gmail.com

☎ +971-509729553

📍 Abu Dhabi, UAE

## WORK HISTORY

March 2020 to Current

### General Accountant

**Abu Dhabi United Hospitality (Corporate Office),** Abu Dhabi, UAE

#### Company Profile

**Abu Dhabi United Hospitality is a Owning Company, Major Investments & Operating's**

- **St Regis Hotel Sadiyat Island, Abu Dhabi**
- **AL Wathba A Luxury Collection Desert Resort & Spa**
- **Le Noir Café-Chain Restaurant**
- **ADUH Real Estate Division**
- **Etihad International Hospitality-Soft Divi, Facility Management**

#### Duties & Responsibilities

- **Preparing account reconciliation -Bank, Supplier and Sister Concern**
- **Passing all regular accounting processes such as A/P and A/R journal entries**
- **Passing monthly journal entries for prepaid expenses, Accrued Expensed, Provision & Deferred amortization Exp, Revenue Etc.**
- **Passing FFNE Reserve account Entries and Tally with Hotel Books**
- **Passing, Fixed Asset, Depreciation Entries, Maintain the Fixed Asset Register and update as when the details of completed projects are received from the hotel and other major projects which are funded by the owning company.**
- **Checking and Reviewing Work in Progress More than 5 To 10 Project**
- **Consolidation of Hotel Financial statement in HO Books & General Ledger Reconciliation**

## SKILLS

Accounting Software -**Sage, Sun, Pay Trax, Brilliant & Amedus**

Knowledge with Microsoft office kit – **MS Office, Excel, Word, Power Point**

#### Specialization

- Invoice Processing
- Salary Processing
- Inter Company GL-Reconciliation
- Asset Management
- Balance Sheet Reconciliation
- Fixed Deposit & Loan Management
- Accruals & Prepaid -Reconciliation
- Bank & Supplier -Reconciliation
- Prepare PPE-Consolidated
- Prepare P&L Notes-Consolidated
- Preparing P&L & Balance sheet
- Consolidating Hotel Book Vs Owners Book

## EDUCATION

**CMA Course Completed**

**IMA Institute of Management, Logic School of Management**

**DIPLOMA International Financial Reporting Standards**  
**Logic School of Management**

2015

**Bachelor of Commerce Income Tax**  
**Kannur University**

- Reviewing and posting the entries cross charges from sister properties & monthly reconciling
- Passing Hotel retained earnings, Sister Company (Operating) Entries & Balance Sheet Reconciliation with valid backup and reason
- Maintain Fixed Deposit Bank A/c, Preparing Interest schedule list and maturity of FD ensuring, passing entries.
- Experience with general ledger function and Month end and year end closing process
- Attending meeting with Client/Suppliers for any issue related to Receipts/Payment.
- Consolidated Group Level Inter companies and RP -Expenses, Income, AP & AR, Etc(As Per IFRS)
- Preparing Various Revenue and Expenses Budget and Interest Income, Fixed Asset -Depreciation Forecast
- Ensure that all the Annual Maintenance contract are renewed on time.
- Monitoring Disposal Items of Hotel
- Vat filing (Input, Output recon, RCM) after considering suggestion from consultant
- Managing & monitoring monthly revenue & expenditure with forecast.
- Doing additional Task (Work Related) From Group Finance Manager.
- Assist Group Finance Manager Doing Monthly Financial Statement.
- Consolidated Notes of P&L as per IFRS.
- Maintain corporate loans & passing entries
- Passing payroll entries & review
- Prepare P&L & B.S Reporting to Group Finance Manager

March 2019 to February 2020

**Acting Accounts Payable**

**Excelsior Downtown Dubai.**, Dubai, UAE

Accounts Payable (Acting)

- Make sure All government payment should on time (Dewa, Municipality tax, telephone Bill, Tourism dirhams, Fines, RTA.ETC.
- To obtain copies of all Cheque Requisitions and Purchase Orders for future matching to invoices.
- To process daily invoices, that is, to match them to the receiving records and purchase orders.
- To ensure that invoices are approved/signed by the Department Manager.
- To check the accuracy of expense account

allocation.

- To question and liaise with the Department Manager for any discrepancy between prices on invoices compared to Purchase Orders.
- To check for accuracy/completion and post staff reimbursement claims
- To post and reimburse on a weekly basis the Hotel's Petty Cash, to maintain Cash Flow.
- To determine all payments due and approve them in Sun Systems.
- To submit monthly Accounts Payable aging and over 90+ days unpaid invoices report to Financial Controller
- To balance the Account Payable aging to the General Ledger
- To ensure unused blank cheques are kept in lockable and secure location.
- To maintain a cheques log of all cheques used.

December 2017 to March 2019

**General Cashier / Pay Master**

**Holiday Inn Downtown Dubai., Dubai, UAE**

**Paymaster**

Paymaster:(Above 150 Employee in Payroll)

- Verify monthly attendance record received from Various department.
- Prepare Staff Final Settlement Payment with all supporting.
- Prepare Staff Annual Leave Application Payment with all supporting.
- Update the payroll system with Colleague bank information prior to salary processing
- Completing joining formalities and general induction maintenance of employee's database. (PAYTRAX System)
- Post all deduction/Additions to the Payroll System (PAYTRAX).
- Preparing Payroll related JV'S and to submit them to the financial accountant.
- Making Entire Staff Salary of the month.
- Uploading all staff salaries in the online banking Assist HR Manager for Various HR related Work.

**General Cashier:**

- Cash Count with a witness daily.
- Prepare GCR and attach all supporting and posting on daily basis
- Maintain the all-departmental cash float contract- Creating and Cancelling
- Foreign Currency update in the Brilliant and checking foreign Currency rate daily basis.
- Payment of Dewa, DU, Dubai Municipality, Etisalat,

TD Fee etc. on monthly basis.

- Conducted Department Cash Float Audit.
- Audited and reconciled due backs, petty cash, overage /shortage from all properties daily.

**Income Auditor & AR (filled for vacationing-1 Months)**

- Preparation of Daily Revenue Report.
- Verifying Housekeeping discrepancy report
- Reviewing complimentary checks with approvals.
- Reconciling of guest transport and tour package receipts charges with contracted rates.
- Verifying General cashier Report and posting in sun system.
- Daily checking of room rate and rate discrepancies.
- Reviewing PM Rooms & Follow up the payment of pending ones on daily basis.
- Conducting surprise visit to outlets and front office as well to check the cash float and micros postings.
- Checking and balancing accuracy of opera & micros postings.
- Preparing credit card reconciliation

July 2015 to February 2016

**Audit Assistant**

**TV Ranjit & Co; Chartered Accountant,** Dubai, UAE

**Audit Assistant**

- Statutory Audit of Government Enterprise.
- VAT Audit (Sales Tax Audit) of various enterprises.
- Statutory Audit of branches of many nationalized and private banks.
- Finalization & Other Areas of audit, Preparation of Projected Financial Statements and analysis of the same based on various ratios.
- Accounting of Various Enterprises.
- Statutory Audits of various enterprises.
- Management Consultancy Services.
- Assisted in the statutory audit of nationalized banks and Insurance Companies.
- (Canara Bank, Co-operative Bank, Oriental Insurance)
- Assisted in day by day accounting tasks : entered A/P and A/R, processed.

**PERSONAL DETAILS**

Date of Birth: 02nd Oct 1994

Passport Number: N27122

Date of Expiry: 27/09/2025

Languages: English, Hindi, Tamil, Malayalam.

Nationality: Indian.

Place of Issue: Kozhikode

**REFERENCE**

Available on Request