



BRINJITH. V. SREEDHARAN



Certificate Link: <https://www.credly.com/go/X5whDcsN>

EXECUTIVE SUMMARY

Experienced Self-motivated professional proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Capable of handling detail-oriented work in methodical and organized fashion. Seeking a challenging, growth-oriented position where field expertise, resourcefulness and diligence can make positive impact on business operations.

WORK EXPERIENCE

ARKA PETROCHEM FZC: SHARJAH, UAE

ACCOUNTANT

AUGUST 2023 – DECEMBER 2023

- ✓ Prepare invoices for sales and purchases
- ✓ Reports on Accounts Receivables and Payables
- ✓ Prepare reconciliations related to bank accounts
- ✓ Managing Closing Stocks
- ✓ Administration and management of operations
- ✓ Payroll

GLOBAL KITCHENS BANGALORE LLP: KARNATAKA, INDIA

ACCOUNTS RECEIVABLE ACCOUNTANT

MAY 2022 – MARCH 2023

- ✓ Review accuracy and completeness of invoices prepared by 2+ members
- ✓ Responsible for credit collections by contacting the customer by phone, email, and written correspondence.
- ✓ Analyze data trends for recommended solutions for accounts receivable improvement.
- ✓ Bank Reconciliation

BERG TECHNICAL SERVICES LLC - DUBAI, UAE.

ACCOUNTANT

JAN 2020 – MAR 2022

- ✓ Monitoring all financial reports, such as income statements, balance sheets, and expenses analyses, using Comrade Software and Excel.
- ✓ Arrange bills to clients according to the agreement and follow up the payments from clients.
- ✓ Accounts payables/ Receivables (reconciliation of balances), inventory, fixed assets (including working on depreciation)/L.C.
- ✓ Provide quotations and contract agreement to clients.
- ✓ Take closing stock reports should be preserved.
- ✓ Verified employee data and made needed corrections.
- ✓ Calculate and verify payroll amounts.
- ✓ To Prepare monthly payrolls for hourly and salaried employees and timely salary upload as per company policies.
- ✓ To conserve the Tax accounting and Sales Tax filling as per FTA law.
- ✓ Scheduled interviews for candidates
- ✓ Utilize the company's HR system effectively to manage, monitor, and enter HR-related information.
- ✓ Assisted with new employee onboarding and ensured all preemployment forms were completed immediately.
- ✓ Supported the execution of various developmental programs for both existing and new employees for their continuous personal and professional growth.



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Dubai, UAE

SKILL HIGHLIGHTS

- JOURNAL ENTRIES
- GENERAL LEDGER
- ACCOUNTS PAYABLES (AR)
- ACCOUNTS RECEIVABLES (AP)
- BANK RECONCILIATION
- CASH FLOW
- ACCOUNT RECONCILIATION
- FINANCIAL STATEMENTS
- VALUE ADDED TAX (VAT)
- FINANCIAL REPORTING
- AUDITING
- CLOSING STOCK
- PAYROLL
- TALLY PRIME
- MS EXCEL
- SAP S4 HANA FI MODULE (FRESHER)
- MS OFFICE
- EMAIL
- PEACHTREE

STRENGTHS

- 9 + years of professional work experience
- Flexible & ability to work under pressure
- Responsible - Dedicated – Goal oriented
- Efficient time management and adherence to time schedules

SKILLS

- ORGANIZING SKILLS
- COMMUNICATION SKILLS
- TIME MANAGEMENT SKILLS
- PROBLEM SOLVING SKILLS

INTERESTS



SPORTS



COOKING



TRAVELLING

OTHER DETAILS

- VISA STATUS –EMPLOYMENT VISA-Cancellation soon
- PASSPORT NO – S8124096
- NATIONALITY: INDIAN
- DOB: 23/12/1985
- GENDER: MALE
- MARITAL STATUS: MARRIED

LANGUAGES

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM

NEILCHEM TRADING LLC - DUBAI, UAE

ACCOUNTANT ASSISTANT

SEP 2017 – OCT 2019

- ✓ To Outstanding follow-ups and Admin related work
- ✓ Review all financial reports and manage discrepancies. Coordinate and manage and support annual audit activities.
- ✓ To furnish table of accounts, assign entries to proper accounts to ensure proper accounting methods
- ✓ Gives approval of daily payment in/out vouchers, petty cash vouchers and journal vouchers.
- ✓ Prepare payrolls monthly and upload salary information on a timely basis as required by company policy
- ✓ To maintain the Tax accounting and Sales Tax filling as per FTA law.

KAVALACKAL DISTRIBUTORS (PREETHI HOME APPLIANCES)- ERNAKULUM, INDIA.

Accountant

FEB 2016 – JUN 2017

- ✓ Analyzed, examined, and interpreted account records, complied financial information, and reconciled reports and financial data.
- ✓ Bank Operations.
- ✓ Process journal entries and perform accounting corrections to ensure accurate records.
- ✓ As per company policies, prepare monthly payrolls and upload salaries timely.
- ✓ Keeping accounts of customers account (debtors) & suppliers account (creditors).

IGNATIUS VARGHESE CHARTERED ACCOUNTANT - THRISSUR, INDIA

Audit Assistant

JUN 2012 – JAN 2016

- ✓ Help to review and proffer solution to internal audit issues.
- ✓ Approach of journal entries and accounting corrections are essential to maintaining precise records
- ✓ Sales tax matters specifically from view point of financial statements.
- ✓ Study and inspects budgets, balance sheets and other related financial records and statements.
- ✓ Verify that all accounting books and records follow industry standards, best practices, and corporate policies.
- ✓ To ensure accurate records, process journal entries and perform accounting corrections.

EDUCATION

- MBA- Finance 2011 Bharathiyar University, Coimbatore, India
- Bachelor of Commerce: Taxation, 2008 Calicut university- Thrissur, Kerala, India.
- SAP S4 Hana Fi Module 2023, Edrishya IT India Pvt Ltd., Bangalore,