



PRADEEP V.P.

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ACADEMIC CREDENTIALS

BACHELOR DEGREE IN COMMERCE (B.Com.)

- Calicut university,
Kozhikode

ACCOUNTING SKILLS

- Accounts Receivable
- Cash Receipts
- Bank Reconciliation
- Banking Operation
- Financial Services
- Financial Audits
- Accounts Payable
- Financial Management

AREA OF EXPERTISE

- Implementing change effectively.
- Strong People Management skills.
- Excellent mentoring and motivational skills.
- Extensive product knowledge.
- Financially and commercially aware.
- Possess strong analytical and problem-solving skills,
- Administered fiscal operations such as budget planning and accounting.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Effective at multi-tasking and hard working

PROFILE SUMMARY

Results-driven professional with expertise in Accounts, Branch Management, and accounting roles. Skilled in financial management, team leadership, and compliance. Adept at analyzing data, providing recommendations, and driving growth. Excellent communication and leadership abilities. Committed to delivering excellence and adding value to the organization.

KEY SKILLS

Team Work

Work Ethic

Communication

Leadership

Organization skills

Time Management

Financial Acumen

Attention to Detail

Adaptability

Hardworking

Interpersonal Skills

EMPLOYMENT CHRONICLE

SENIOR ACCOUNTING MANAGER | Feb 2019 – Aug 2023

TOM HAULAGE PRIVATE LIMITED

KEY RESPONSIBILITIES

- Spearheading the account management for the Head Office, ensuring accuracy and compliance with established financial standards.
- Collaborating closely with auditors to prepare comprehensive financial statements, including Profit & Loss, Balance Sheet, VAT, Annual Sales Tax, and GST reports.
- Efficiently handling various back-office tasks, encompassing office administration, accounting, and banking functions.
- Playing a pivotal role in auditing financial documents to substantiate transactions and maintain financial transparency.
- Exercising meticulous scrutiny over generated invoices and maintaining approval authority within the Accounts Department.
- Expertly managing the Statement of Accounts (SOA) for both vendors and clients, ensuring accuracy and timeliness.
- Keeping a vigilant eye on receivables and payables, providing regular tracking and reporting to the Business Development Manager (BDM).
- Holding the responsibility for initiating all bank payment transactions, ensuring smooth financial operations.
- Providing valuable assistance to auditors during the tax filing process

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operations	★★★★★
Internet & Email	★★★★★

TECHNICAL SKILLS

- TALLY ERP9
- Computer Hardware
- Networking.

LANGUAGES KNOWN

English	<div><div></div></div> 100 %
Malayalam	<div><div></div></div> 85 %
Hindi	<div><div></div></div> 85 %
Tamil	<div><div></div></div> 85 %

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 03-12-1980
Nationality	: Indian
Marital Status	: Married

Address

2809 Lake Point Tower,
Cluster N, Jumeriah Lake Towers,
Dubai, UAE 126513

- Actively facilitating communication between auditors, banks, and cash reconciliation processes.
- Maintaining rigorous bookkeeping practices, meticulously tracking daily expenses, revenue accounts, and Forex gain/loss accounting.
- Demonstrating proficiency in Fixed Asset Accounting, maintaining an accurate fixed asset register.
- Monitoring key business performance indicators, such as volume, revenue, profits, and vendor and client performance.
- Conducting in-depth analysis to understand the contribution of volume to the company and its customers.
- Ensuring the accuracy and completeness of day-to-day bookkeeping to achieve overall department objectives.
- Preparing and posting journal entries with utmost precision, consistently ensuring balanced balance sheets.
- Skilfully handling the preparation of accounts and tax returns, while closely monitoring spending and budgets.
- Ensuring full compliance with all pertinent laws and tax regulations regarding financial statements and records.
- Assisting with the preparation of monthly property financial statements and the consolidated financial statement package for the Board and Senior Management.
- Playing a key role in the international and domestic financial statement consolidation process

BRANCH MANAGER /ACCOUNTANT | Apr2012 - Jan 2019

ANH DISTRIBUTORS PRIVATE LIMITED, PALAKKAD, KERALA, INDIA
(Authorized Distributor of V-Guard Products)

KEY RESPONSIBILITIES

- Spearheaded accounting operations, overseeing daily financial statement reviews, and efficiently managing accounts payable, accounts receivable, and payroll departments.
- Developed, implemented, and maintained a comprehensive business plan that drove strategic growth and expansion of the branch.
- Coordinated sales, purchasing, distribution, warehousing, and staff costs to optimize efficiency and cost-effectiveness.
- Prioritized customer acquisition, retention, and cross-sales strategies, resulting in strong client relationships and substantial revenue growth.
- Ensured smooth day-to-day branch activities, consistently delivering superior customer service and operational excellence.
- Upheld company policies, principles, and procedures, maintaining a high level of compliance and ethical standards.
- Accurately and efficiently administered payroll functions, ensuring timely compensation for employees.
- Fostered a positive and productive work environment, inspiring and motivating staff to achieve exceptional results.
- Analysed and interpreted sales and financial data, leveraging insights for data-driven decision-making and achieving key performance indicators.

PASSPORT DETAILS

Passport Number : Y7290567
Date of Expiry :23-07-2033

INTERESTS



Computer &Technology



Interacting with
People.



Web-Surfing

REFERENCE

- Available upon request

ADMINISTRATIVE ACCOUNTANT | Mar 2003 - Dec 2011

HULHUDHUFFAARU SCHOOL, RAA-HULHUDHUFFAARU, REPUBLIC OF MALDIVES

KEY RESPONSIBILITIES

- Maintaining accurate and up-to-date financial records, including invoices, receipts, and expenditures.
- Assisting in the preparation and monitoring of the school's budget to ensure proper allocation of funds.
- Handling payroll processing, ensuring timely and accurate disbursement of salaries and benefits to school staff.
- Conducting regular bank reconciliations and ensuring discrepancies are promptly addressed.
- Monitoring and controlling school expenses, identifying cost-saving opportunities, and ensuring adherence to budgetary guidelines
- Coordinating and assisting in financial audits, both internal and external, to maintain financial integrity and transparency.
- Providing administrative assistance to school management, including organizing meetings, handling correspondence, and maintaining office supplies.
- Managing staff attendance records and processing leave applications.
- Coordinating maintenance and repairs for school facilities, ensuring a safe and conducive learning environment.
- Utilizing accounting software and other administrative tools to streamline processes and enhance efficiency.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

PRADEEP V.P.