

HARSHA DAMODHAR

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PROFESSIONAL SUMMARY

Senior Accountant with 12 years experience in Managing Financial Transactions, book-keeping, Trade Finance Operations, Cash Management and conducting financial analysis to meet the capital requirements of BAU operations. I ensure all the records are up-to-date and in compliance with IFRS & GAAP accounting standards.

WORK EXPERIENCE

Senior Accountant

Al Ghandi Building Materials Co LLC (Al Ghandi Auto Group), Dubai, UAE , Feb 2011 – Feb-23

- Preparation of Final Accounts, Profit & Loss A/c & Cash Flow Statement.
- Coordinated with external auditors and regulatory bodies to ensure compliance with auditing and accounting standards.
- Review and reconcile bank statements with company general ledger (Bank Reconciliation).
- Disbursements & reimbursements of Petty Cash and posting Petty Cash expenses in the system after approval.
- Processed vendor invoices, employee expense reports, and other payables in a timely and accurate manner.
- Matched purchase orders to invoices and ensured proper approval before payment.
- Trade Finance Operations - Handling Letters of Credit, familiar with Inco-terms & UCP600, Preparing Letters of Guarantee, Promissory Notes, Bank Trust Receipts, and Bills for Collections.
- Reviewing and verifying shipping documents such as bills of lading, commercial invoices, packing lists, and insurance documents.
- Processing letter of credit transactions and ensuring compliance with international trade regulations and banking procedures.
- Reconciled vendor and customer statements and resolved discrepancies.
- Communicated with vendors and customers to resolve payment issues and answer inquiries.
- Manage accounts receivable for over 50 clients, ensuring timely and accurate billing and collection of payments.
- Analyze customer payment trends and identify potential collection issues, taking appropriate action to resolve outstanding balances.
- Generate regular reports on AR status, cash flow, and collections activity for management review.
- Coordinating with internal and external stakeholders to ensure timely shipment clearance.
- Communicating with clients and banks to resolve any issues related to letter of credit transactions.
- Provided parent company communication including monthly reporting, administer inter-company reconciliation and ad-hoc requests.
- VAT filing/processing and managing all VAT declarations and claims back.
- Managing project order deliveries & invoicing, follow-up on receivables.
- Reconciling on daily basis the credit card transactions on the system to those on the machine closing reports & Credit Card payments received from the bank.
- Prepared and managed schedules for accruals, asset depreciation, and prepaid expenses.
- Assisted in the preparation of payroll and online WPS transfer and other financial transactions.
- Developed better product selling price by working with Estimation & sales team.
- Executed Purchase orders & performed monthly reconciliation of open purchase orders.
- Supervised and trained Purchase Dept, Estimation & Sales Dept. staff.
- Other ad hoc accounting duties to support the broader team.

Account Assistant

Future Agrovet Limited, Bangalore, India Apr 2010 - Sep 2010

- Preparation of Bank Payment Vouchers in SAP.
- Prepared Bank reconciliation statement.
- Posting Petty Cash Vouchers.
- Prepared Vendor aging weekly for payment.

ACHIEVEMENTS

- Implementation of Accounting software. Formatted and mapped Focus RT software data for uploading in Focus 9. 100% accuracy in data import.
- Implemented cost saving techniques to reduce the cost of importing goods by 5-10%.
- Successfully cleared 200+ letter of credit shipments, ensuring compliance with all terms and conditions.
- Identified non-moving inventory and sold them at clearance price reducing 15% stock from non-moving inventory.
- Managed 95% of scheduled project deliveries within agreed upon timelines & invoiced with 100% accuracy.

EDUCATION

Bachelor of Business Management (BBM) July 2006 – May 2009 - SRC Mangalore, Mangalore University

- Major in Finance and Accounts.

Master of Business Administration (MBA-Pursuing) - Dec 2021 - Jan 2024 - IGNOU University, New Delhi

- Specialization in Finance.

VOLUNTEERING

- Dubai Expo 2020 – Operation Team - Participants Management.

HARD SKILLS

Focus 9	Focus Rt	SAP	AS400	Tally	Power BI(Basic)	MS Office(Excel, Word, PowerPoint)
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SOFT SKILLS

Expertise in Excel	Critical Thinking	Reporting Skills	Attention to detail
Deadline-oriented	Project Management	Budgeting and finance	Self-motivated
Integrity	Confidentiality	Time Management	Team leadership
Deep knowledge of business	Strong communication skills	Inventory management & Cost Control	Strong interpersonal skills
Employee relations	General Math Skills	Financial Reports	Internal Auditing

ADDITIONAL INFORMATION

- DOB : 17-Sep-1987
- Hobbies : Reading books, Learning new skills & Swimming.
- Languages Known : English, Hindi, Kannada & Malayalam
- Gender : Male

DECLARATION

I hereby declare that above information is correct to the best of my knowledge and belief.

Place: Dubai

(Harsha Damodhar)