



# OTHAYOTH NARAYANAN PRAKAS

FINANCE AND ACCOUNTING

## CAREER OBJECTIVES

Having acquired extensive experience in the fields of accounting and finance, my objective is to achieve a challenging and successful career in a professionally managed organization where I can contribute my skills and experience to accomplish organizational objectives.

## SKILLS

- Sound analytical skills and ability to meet strict deadlines.
- Clear communication with managers, peers and staff with good command over spoken and written English.
- Good knowledge in fundamental of database systems and Programming Logic, as well as Operating System and Client / Server Environments.
- Network Architecture - System Hardware
- Knowledge in open source software handling, using local server and cloud based software.
- Advanced MS Excel Skill including pivot tables.
- Programming - Visual FoxPro and PHP.
- TALLY ERP, Sage300 & Expert in Customized ERP.

## CONTACT DETAILS

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prakas150@gmail.com

## ACADEMIC HISTORY

### University of Calicut

KERALA - INDIA | 1989 - 1991

Bachelor of Commerce (B.Com)

## CAREER BACKGROUND

### HEAD OF ACCOUNTING

- MIDDLE EAST MANUFACTURING STEEL LLC | JUN 2022 - PRESENT
- Prepare accurate and timely financial statements for internal and external stakeholders.
- Ensure compliance with accounting standards, regulations, and anti-dumping policies.
- Oversee the implementation and maintenance of financial systems and technologies.
- Develop and implement tax strategies to optimize the organization's tax position.
- Analyze cost structures and identify opportunities for cost optimization.
- Ensure compliance with tax regulations and reporting requirements.
- Communicate financial results and insights to senior management, the board of directors, and other stakeholders.
- Provide financial insights to support strategic decision-making processes.
- Coordinate with external auditors to facilitate annual audits.

### FINANCE MANAGER

KHAIRAT TEIBAH FOODSTUFF LLC | 2020 - DEC-2021

SHARJAH COLD STORE | 2018 - 2020

- Monitor the day-to-day financial activities within the company
- Preparing monthly and quarterly management reporting
- Compute taxes and prepare tax returns and providing updates on changes in the indirect tax laws which has direct impact on the company.
- Handling all banking related topics.
- Supervised all import and export related activities including purchase pipeline.
- Manage the company's financial accounting, monitoring, and reporting systems
- Correspond with various other departments, discussing company plans.

### INTERNAL AUDITOR

KHAIRAT TEIBAH FOODSTUFF LLC | 2016 - 2018

- Managed accounting and management report, which involved setting up and maintaining Financial and Management reporting system.
- Reviews and evaluate the accounting systems, operating procedures and internal controls of clients as a part of Audit engagement.
- Review & Audit Cash flow, Profit and Loss A/c & Balance Sheet and preparing notes to Financial Statements.
- Monitoring, weigh up information, issues and evidence rapidly and make recommendations to managers with proper consideration of consequences.

# FINANCIAL CONTROLLER

AL GHALEYAH REAL ESTATE LLC | 2015 - 2016

- Manage all accounting operations including Bills, Tenant, Landlord, General Ledger and Revenue
- Worked with executives to create annual budget and tracked actual expenses against projected expenses
- Prepared external audit documentation and financial reports
- Generated financial statements and facilitated account closing procedures each month
- Follow up with tenant that are over 30 days old
- Supervised 4-person accounting team
- Reconcile all bank statements monthly and prepare financial reports to management with essential notes

# FINANCIAL CONTROLLER

AL ZAHER GENERAL FACILITIES SUPPLY LLC | 2011 - 2015

- Managed all accounting operations including Billing, A/R, A/P, GL, Cost Accounting, Inventory Accounting and Revenue Recognition
- Coordinate and direct the preparation of the budget, financial forecasts and report variances
- Prepare and publish timely monthly financial statements
- Coordinate the preparation of regulatory reporting
- Support month-end and year-end close process
- Ensure quality control over financial transactions and financial reporting
- Develop and document business processes and accounting policies to maintain and strengthen internal control

# CHIEF ACCOUNTANT & SYSTEMS ADMINISTRATOR

SWITCH FOODSTUFF TRADING LLC | 1995 - 2011

- Monthly stock audits & development of Inventory System of the Company by visiting all Branches
- Preparation of Various Inventories and reporting to the management of any discrepancies thereof from the budgeted statistics
- Finalization of books of account up till preparation of Financial Statements as required by the relevant status
- Reporting to Financial controller by supervising the accounting team Sales & Purchase functions
- Ensure Smooth running of ERP and continuous improvement to enhance operation efficiency
- Review Supplier Invoices and verify payments with supporting documents
- Prepare, post and update standard journal vouchers and adjustment journal entries at the month end
- Prepare bank reconciliation statement, review general ledger at the month end, analyze expenses
- Other administrative Responsibilities, Client Servicing & Follow Up

## LANGUAGES SPOKEN

ENGLISH , HINDI , ARABIC , MALAYALAM

## PERSONAL INFORMATION

NAME : PRAKAS OTHAYOTH NARAYANAN

GENDER : MALE

NATIONALITY : INDIAN

MARITAL STATUS : MARRIED

PASSPORT NO. : L 3835477

DATE OF BIRTH : 31st MAY, 1970

DRIVING LICENSE : VALID UAE DRIVING LICENSE

## DECLARATION

I HEREBY DECLARE THAT THE ABOVE FURNISHED INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF .