

PRATIK KUMAR SURENDRAN

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Senior Accountant | Procurement

Accounting professional with comprehensive experience of over 8+ years in accurate preparation, analysis, and reporting of financial performance. Proficient in management of accounts payable, accounts receivable, financial reporting, and bank reconciliations. Resourceful and known for excellent account management and time management skills. Expert in SAP, SUN and ORACLE use and ledger verification with great customer service skills. Meticulous and enterprising worker dedicated to excellence. Technically proficient in accounting software packages and excellent capabilities to adapt new technologies, ensuring continuous skill enhancement. Exceptional temperament to multi-task and coordinate various activities under high pressure and time constraints.

CAREER SYNOPSIS

ARCADIA GROUP (AI SHIRAWI), DUBAI, UAE (Arcadia School and Arcadia High School)

Accounts Executive - From November 2019 to Present

Accounts Payable , GL Scrutiny & Procurement:

- Directed Accounts Payable teams in delivering to **payment processing deadlines**.
- Monitored **account reconciliation** processes for all vendor SOA.
- Preparing **PO after finalization of comparison** and making sure all materials are delivered on time.
- Assisted procurement team in **evaluating vendors saving 40%** below of their budget expenses.
- **Negotiated with vendors** to get best pricing for material. **Saved 25% in costs** during purchase of School for Gym equipment's, Clinical Setup.
- Managing **petty cash of both schools** and preparing monthly expense report of petty cash.
- Managing **monthly budget sheet curriculum, marketing and upgradation expenses** of teachers and management in school.
- Handled **supplier invoices from receipt to timely payment**. Maintained **up-to-date general ledger** documentation for thorough reference.
- Preparing **the bank reconciliation** on monthly and weekly basis.
- Preparing monthly **provision and income sheet**. Scrutiny the **GL monthly and cross verify all the accounts**.

Accounts Receivable:

- **Invoicing to parents on termly basis** after the confirmation with the head of admission.
- Provided support to parents by offering them payment options during Covid crisis to ensure **timely payments to firm and no cash crunch**.
- **Recovered bad debts** for firm through proper follow ups from parents who left school.
- Prepare the **costing of school trips**.
- Sending **replying to all mails for the parents** on timely manner and clearing all their doubts with proper solutions as per their requirements.

RAYAN HOTEL (SHARJAH, UAE)

General Accountant - May 2017 to November 2019

- Handled **accounts payable and payroll of hotel**. Done invoicing and making **payment to vendor** as per due date.
- Review of **Accounts Receivables** and assistance in building Collection Target.
- Produced monthly **cash flow reports** assessing business performance against budgets.
- **Preparation of Monthly/ Quarterly MIS Reports** for Management.
- Handled all tasks related to **reconciliation of debtors, creditors, Bank A/C, Accounts Receivable**.
- Overseeing the **Account Payable & Receivables**;
- Depositing **cash and cheques in bank on daily basis** received from front desk and customer.
- Traced out discrepancies in **supplier's billing issues and rectify same** before month end.
- **Assisted manager for implication of VAT** to system for invoicing and for preparing excel sheet for monthly VAT payable.
- Managing **payment receivable for tenant** on monthly basis of apartment owned by owner other than hotel.

HOTEL TRIDENT (BKC, INDIA)

Accounts Payable - December 2014 to February 2017

- Responsible for overall **day-to-day management of all payment cycle activities** in timely and efficient manner with monthly budget.
- Handling **procurement, purchasing and inventory of boutique in hotel**.
- Submitting **monthly statistics report**. Providing the detailed information about **discrepancies of shortage items in boutique and charging** accordingly to concern person responsible and recovering of shortage.
- Assisted for payable section and supervised **during immigration of OASIS to SAP system** in hotel.
- Preparation and **Filling of VAT/ Service Tax/ TDS/ Income Tax returns**.
- Reviewed, verified and sent for approval **vendor invoices and check requests**. Coordinated with purchasing Team to investigate and resolve purchase order (PO) and invoice discrepancies

EDUCATION

- **Bachelors of Commerce** | Mumbai University in India | 2011.

COMPUTER PROFICIENCY

- **ERP:** Oracle EBS / Tally /SAP.
- MS Office.

SKILLS & STRENGTHS

- Eagerness to Learn.
- Strong Team Player.
- Ability to meet tight deadlines.
- Problem Solving/ Multi-Tasking.

PERSONAL DETAILS

Age: 32

Languages Known: English, Hindi, Marathi, Malayalam and Tamil.