



## CONTACT

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## SKILL SET

- Analytical Skill
- Reporting Skill
- Reconciliation/Audit Skill
- Team Management
- Detail Oriented
- Organizational Skill
- Communication Skill
- Accuracy and Efficiency

## TECHNICAL SKILLS

- **Accounting ERP:**  
Oracle NetSuite, Tally ERP 9
- **Application Software:**  
MS Excel, Other Office Tools

## PERSONAL DOSSIER

- **Date of Birth:** 6<sup>th</sup> Aug 1989
- **Languages:** English, Hindi, Malayalam and Tamil
- **Nationality:** Indian
- **Driving License:** UAE, Light
- **Marital Status:** Married
- **Visa Status:** On cancelled visa
- **Grace Period:** Till 20/02/2024
- **Hobbies:** In Sports (Football And Cricket)

# ROSHITH MANAPPATTI

## SENIOR ACCOUNTANT

### CORE COMPETENCIES

- Taxation
- Accounting
- Financial Reporting
- Banking
- Costing
- MIS Reporting
- Budgeting
- Internal Audit
- GL Reconciliations

### PROFESSIONAL SUMMARY

- **10+ years of experience** in the areas of Accounting, Taxation, MIS, Financial Reporting
- Completed Master of Commerce (**M.Com**) and **CMA Intermediate**
- Previously worked with **M.R.S Packaging Limited, Dubai**, as a **Senior Accountant**
- Proficient in **MS Excel** and experience in **Oracle NetSuite ERP**

### EDUCATIONAL QUALIFICATION

- **CMA Intermediate** from The Institute of Cost Accountants of India (Single Attempt)
- **Master of Commerce** from Madurai Kamaraj University, Tamil Nadu, India
- **Bachelor of Commerce** from Kannur University, Kerala, India
- Currently pursuing **CMA, USA**

### PROFESSIONAL EXPERIENCE

#### 🚩 **M.R.S. PACKAGING LIMITED, DUBAI (From Nov 2020 to Nov 2023)**

M.R.S. Packaging Ltd. is a customer-oriented company founded in 1990, dedicated to serving the Food and Beverages industry in the Middle East, Asia, and Africa. With key cinema clients like Vox, Novo, Reel, etc., it is the first company to bring flavored popcorn and nachos to cinemas in UAE and continue to break new ground as it expands into other areas.

#### Role: Senior Accountant

##### **Taxation & Accounting Work Profile:**

- Maintenance of all tax (VAT, WHT, and Excise Tax) and related accounting records entity-wise. Prepare, review, and filing of tax returns for entities in GCC (UAE, KSA, and Bahrain). And ensure all tax liabilities are settled before the due date.
- Conduct monthly tax ledger reconciliations for parent company and subsidiaries and provide reports to the Finance Manager regarding the companies' tax status, including all tax submissions and declarations. Pass Tax journal entries to reconcile the accounts.
- Perform quarterly internal audits and compliance checks on tax ledgers for the parent company and subsidiaries, identifying gaps and addressing them to the Finance Manager.
- Manage the Month-end and Year-end closing processes, ensuring all necessary adjustments, accruals, and reconciliations are completed accurately and promptly.
- Maintain the general ledger and oversee the chart of accounts. Ensure proper coding of transactions and adherence to accounting standards.
- Reconciliation of goods imported in all regions, prepare Cost Sheets, and calculate the landed cost. Guide the Warehouse In-Charge to conduct monthly stock audits of respective third-party warehouses in KSA, Qatar, and Kuwait and post necessary adjustment entries.
- Prepare monthly Bank reconciliation of all entities' bank accounts, both local and foreign currencies.
- Manage payroll calculation and processing, including annual leave salary and gratuity.
- Digital Accounting for e-commerce platforms. Track aggregator-wise online sales and commission calculation, and ensure the amount received in the bank after deductions.
- Calculate the rebate for the key customers, provide them with the details, and ensure the bill is received.
- Submit monthly import declarations to the insurance company.
- Coordinate with external auditors and ensure timely submission of documents and information.
- Assist with departmental tasks as may be assigned on an Ad Hoc basis occasionally.

## **AZURE GLOBAL FOODS LLC, DUBAI (From May 2017 to Nov 2020)**

### **Role: Accounting Manager**

#### **Accounting & Finance Work Profile:**

- Providing management with periodic reports relating to, but not limited to, Inventory, Fixed Assets, Business Performance including Budget, Cash Flow, P&L Statements, Pricing, Sales (Products, Markets, Customers, Salesman, Margin, and Target Achievement), etc.
- Perform all tasks required for VAT like checking and approving tax invoices, maintaining tax filing, claiming input credits, calculating Reverse Charge Mechanism (RCM), etc.
- Assist in the Month-end close of the General Ledger and monitor the cost centers and allocation of expenses on the cost centers.
- Assist in preparing budgets and monthly forecasts, collecting and verifying data for Budgeting and Monthly Cash Flow Reporting.
- Develop new report format and other Ad Hoc MIS reports for management to facilitate decision-making.
- Manage Fixed Assets (Additions / Retirements / Physical count / Depreciation running and Projected Depreciation) and report the effect of the changes.
- Prepare and monitor weekly and monthly cash flow reports. Maintain projections on receivable and payable, analyze and report business performance and cash flow movements weekly.
- Analyze the profitability of each product group, market, and customer.
- Analyze month-to-month results; perform variance analysis, comparing Actual vs. Forecast.
- Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory, and labor.
- Analyze the Raw materials consumption variance.
- Analyzing and controlling manufacturing costs and preparing periodic reports relating standard costs to actual production cost.
- Conducting physical inventories and monitoring cycle count program, preparations of stock reports, variance analysis, stock transfers, etc. Reconcile finished goods and raw materials inventories in the system.
- Calculation of Cost of Manufacturing and COGS. Ensure the accurate costing of products. Finalize the cost of manufacturing of new items and pricing the organization's products.

## **APPAREL GROUP, DUBAI (From Jan 2015 to Jan 2017)**

### **Role: MIS Assistant - Finance**

- Generate and submit accurate and relevant MIS reports to the management.
- Analyze the periodic growth of the company and the productivity of stores.
- Monthly and Quarterly Budget analysis and performance comparison. Prepare Quarterly Business Review (QBR) report.
- Assist planners in preparing a season-wise budget as well as a yearly budget.
- Examine all financial reports and data to check for discrepancies.
- Sales comparison based on past data; identify positive and negative trends and anomalies associated with performance.
- Develop new report format and other Ad Hoc MIS reports for management to facilitate decision-making and operation.
- Prepare periodic MIS on inventory to study the season-wise sales of products.
- Order Verification and price approval. Ensure the requirements of stores with available stocks.
- Prepare the Aging wise payable report.
- Prepare periodic reports such as Daily/ Weekly/ Monthly/ Quarterly/ Half-Yearly, and Yearly reports for various purposes.

## **AYYAR & CHERIAN, CHARTERED ACCOUNTANTS (From Jan 2013 to Dec 2013)**

### **Role: Accounts Assistant**

- Maintain Books of Accounts as per Accounting Standards and other regulations. • MIS Reporting and Documentation.
- Preparing the trial balance and monthly financial reports. • Record all cash activity daily.
- Tax return preparations and filings. • Bank Reconciliation.
- Assist Chartered Accountants in the reconciliation and finalization of accounts.

## **K. A. FELIX & CO., COST ACCOUNTANTS (From Feb 2012 to Nov 2012)**

### **Role: Associate – Cost Management**

- Preparation of Cost Compliance Report for an extracting company. • Prepared Cost Sheet for a leading newspaper.
- Voucher Audit of a private company. • Conducted Stock Audits of different companies.
- Bank Reconciliation of a private company.