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| **SUJITH CHALAPPURAM PATTALATH****Senior Accountant***+971 526870561**Sujithcp007@gmail.com**ABU DHABI 4048***PROFESSIONAL SUMMARY**Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail, mathematical acumen and GAAP knowledge. Focused Account Specialist with 5 years of experience. Adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for top client services. Detail-oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations. **WORK HISTORY****Senior Accountant** (06/2018 - Current)**LULU GROUP INTERNATIONAL** | ABU DHABI, UNITED ARAB EMIRATES * Managing all Accounting Operations based on Accounting Principles
* Supporting the Head of Accounts to complete the financial accounting of a particular product line within the standard deadlines.
* Preparing Weekly and Monthly Management Reports.
* Managing Accounts Payables and Accounts Receivables
* Reconciliation of Account Balances with various Banks on daily basis
* Co-ordinating with the internal auditors, responding to their queries within a reasonable timeframe.
* Assisted preparation and coordination of the Audit Process, implementing and maintaining Internal Financial Controls and Procedures.
* Inventory Management and preparation of Monthly Stock Reports
* Preparation of Payment Cheques to Suppliers on Credit Period basis
* Provided journal entries and performed accounting on accrual basis.
* Pay-Roll and wage management (salary processing)
* Effective cash management including Petty cash
* Maintained integrity of general ledger, including chart of accounts.
* Maintaining Company's Financial Position in a Break-Even State

**Accounts Assistant** (05/2016 - 04/2018)**NAKSATRA GROUP** | PALAKKAD, INDIA * Salary processing of Employees
* Petty Cash management
* Bank Reconciliation
* Inventory Management and Stock Taking Process on Monthly basis
* Audit financial transactions and documents
* Reconcile accounts payable and receivable
* Ensure timely bank payments
* Posting of Journal entries and Managing of General Ledgers

**Customer Service Executive** (12/2014 - 02/2016)**MUTHOOT FINCORP** | PALAKKAD, INDIA * Explained benefits and advantages of different product and service offerings to customers.
* Providing Gold Pledging for Customers
* Effective Cash Management as a NBFC Teller
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**SKILLS*** Self-motivated professional
* ERP (Enterprise Resource Planning) software
* Account reconciliation specialist
* Calculating liabilities
* Time Management & Communication
* Microsoft office
* Accounting operations professional
* Handling pressure
* Critical Thinking
* Financial reporting
* Accounts payable and receivable

**EDUCATION****MASTER OF COMMERCE: MARKETING**CALICUT UNIVERSITY | *KERALA*  **BACHELOR OF COMMERCE: CO-OPERATION**CALICUT UNIVERSITY | *KERALA*  **PLUS TWO: COMMERCE** G.O.H.S.S PERUMUDIYOOR | *KERALA* **SSLC/MATRICULATION**P.H.S.S PALLIPPURAM | KERALA  **LANGUAGES****Malayalam, Hindi**: Native language**English**: B2Upper intermediate **software exposure**SAP ERPTALLY ERPMS OFFICE**PERSONAL DETAILS**DOB: 01/03/1991NATIONALITY: INDIANMARITAL STATUS: MARRIED  |

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