|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | **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 | | |  | | --- | |  |   **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**: B2    Upper intermediate  **software exposure**  SAP ERP  TALLY ERP  MS OFFICE    **PERSONAL DETAILS**  DOB: 01/03/1991  NATIONALITY: INDIAN  MARITAL STATUS: MARRIED |

.