



## CURRICULUM VITAE – ACCOUNTANT

### **Sanoop P B**

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**Doha-Qatar**

### **Career Objective**

I am looking forward to a career that provides me the opportunity to enhance my knowledge and personality in a challenging work environment in the esteemed organization and eventually serve at the highest levels.

### **Professional Summary**

- ❖ 6+ years of Middle East (UAE) relevant experience working in diversified group - Retail, Hospitality and Trading Industry..
- ❖ Proficient in ERP Financial Software Tally ERP-9, Microsoft Dynamics Nav-2013 ERP, MS Office and Well-versed in Excel.
- ❖ Graduate in Commerce with Financial Management and Accounting Systems.
- ❖ Diploma in Financial Accounting (DCFA)
- ❖ Accounting professional with Inventory Management Expertise.
- ❖ Adept at implementing existing accounting procedures developing customized inventory practices.
- ❖ Possesses excellent organizational skills and can work well independently for long hours(flexible with work-timing).
- ❖ Results-driven, Solution-prone, Self-Motivated and Hardworking.

### **Details of Professional work Exposure**

#### **Total 12 Years of experience in Accounting (UAE - 6+ years)**

##### **1. Al Marash Contracting & General Maintenance ,Abudhabi. UAE**



From November 2018 to December 2019

Al Marash was established in 1997. Al Marash provide Facilities Maintenance with MEP & AC expertise. Al Marash continues to grow rapidly to become leading facilities maintenance company with sustainability at its heart expanding its reach to all residential, commercial and corporate sectors. Company primary aim is to develop long-term working partnerships with customers and help them achieve success in their core business functions.

##### **Position held : Senior Accountant**

##### **Roles and Responsibilities :**

1. Prepare asset, liability, and capital account entries by compiling and analyzing account information
2. Prepare and supervise payrolls and utilities
3. Prepare and analyze cash flow and general ledger
4. Documents Financial actions by entering account information
5. Recommends Financial actions by analyzing accounting options
6. Substantiates financial transactions by auditing documents
7. Maintains Financial security by following internal controls
8. Prepares payments by verifying documentation and requesting disbursements.
9. Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
10. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends



##### **2.BGroup of Companies, Dubai, UAE.**

[www.bgroupme.com](http://www.bgroupme.com) | From August 2014 to September 2018

Established in 1992 B Group of Companies manage a diversified portfolio of Sports Nutrition, Coffee Shops and Coffee capsules manufacturing, Fashion Wear, Designer Kitchens, Shop fit-outs. Under Sports Nutrition, Sport One Trading LLC is the whole sale division and Life Style Nutrition LLC is the retail division, having 40+ retail outlets in prestigious malls across UAE. In Fashion the group managing 3 brands. In Hospitality division the group is in partnership with Italian based Coffee brand Segafredo Zanetti.

**Position held : Accountant (Hospitality division & Sports Nutrition)****Roles and Responsibilities :**

1. Verifying & passing all vendor company bills for the final payment.
2. Managing main cash and cash flow of the company independently.
3. Decentralised Retail Stores' Daily collection reconciliation, payment mode wise
4. Managing cheque deposits and cheque collections into multiple corporate bank accounts.
5. Prepare payrolls and utilities
6. Bank Reconciliations
7. Reconciliation with, debtors, creditors, Cash and Credit card Transaction
8. Verification of Petty Cash vouchers
9. Verifying aging & discount statement of sundry debtors & creditors.
10. Preparing Schedules for prepayments, accruals & fixed assets.
11. Coordination with internal & External Auditors
12. Day to Day bookkeeping and Management of Accounting function
13. Receivables & Payables
14. Managing and control the inventory stock
15. Pricing and Costing decision
16. Handling Input & Output tax payment & filling of Return.
17. Maintaining records for transactions, monitoring purchase bill processing with respect to material supplies & contractor bills

**Inventory Management :**

1. Periodical checking of the effectiveness of the inventory internal controls.
2. Performing routine, quarterly, half-yearly internal audits in coordination with the corporate internal audit team.
3. Reporting the Variance to senior management team and coordinating with the finance and operations team to implement the managerial actions in regards to the reported inventory variances.
4. Best-selling products, store-wise and company-wise
5. Inventory-expiry date queuing
6. Inventory turn-over ratios
7. Recommendation for periodical inventory write-offs
8. Inventory allocation to retail stores based on stores sales history
9. SOP (Standard Operating Procedure) for Inventory Receipts and Issuance
10. Loss prevention guidelines to staff.
11. Developing internal controls relating to inventory
12. Ensuring the inventory issuance and receipt policies are in alignment with the managerial guidelines.
13. Reconciling the physical balances with the system balances, post reporting the variances to the management.

**3.Damac Properties, Dubai, UAE**

[www.damacproperties.com](http://www.damacproperties.com) | From August 2012 to July 2014

DAMAC Properties is a property development company, based in Dubai in UAE, The company was established on 28 January 2002, and is part of the DAMAC Group, formed in 1992.

**Position held : Accountant Assistant****Roles and Responsibilities :****Accounts payable:**

1. Receive and process all invoices, purchase orders, expense forms and payment requests.
2. Reconciliation of all vendor accounts.
3. Process regular and periodical payments after approval from the management.
4. Maintain and reconcile the Direct Debit mandates.
5. Deal with daily transactions for the petty cash and ensure that reconciliations are completed.
6. Perform and control complete accounts payable functions

**General Ledger:**

1. Prepare Schedule for Pre Payments

2. Prepare Schedule for Accruals.
3. Recording Journal Voucher

#### **Other Related Jobs:**

1. Prepare and maintain daily and forecast cash flow.
2. Reconciliation of Inter companies accounts
3. Prepare monthly company accounts and month end closing reports
4. Assist in preparation of annual budget
5. Prepare documents and schedules required by external auditor
6. Prepare and complete monthly Bank Reconciliation statement on monthly basis.
7. Communicate and follow up banking transactions
8. Ensure compliance with accounting deadlines
9. Ensure all filing is done in a timely and accurate manner

#### **Experience in India**

- ❖ **Vodafone Essar Cellular Ltd. Thrissur Kerala , India** - Assistant Accountant - May 2007 to April 2009
- ❖ **Cosmos Club & Hospitality division Kerala , India** - Accountant and Inventory Assistant - June 2009 to May 2012

#### **Computer Exposure**

##### **Good working experience in**

1. **Microsoft Dynamics Nav 2013 ERP**
2. **Tally ERP-9**
3. **MS-Office:** MS-Excel, MS-Word, MS-Power point & MS-Outlook
4. Working knowledge of **Quickbooks and SAP** ERP systems

#### **Academic qualification**

|                         |                                                                     |
|-------------------------|---------------------------------------------------------------------|
| <b>B.Com Graduation</b> | : University of Calicut   Kerala   India   Graduated in April, 2007 |
| <b>Higher Secondary</b> | : Board of Kerala   Passed in March, 2004                           |
| <b>SSLC</b>             | : Board of Public Examination Kerala   Passed in March, 2002        |

#### **Personal Informations**

|                             |                                                |
|-----------------------------|------------------------------------------------|
| Date of Birth               | : 9th February 1987                            |
| Marital Status              | : Married                                      |
| Nationality                 | : Indian                                       |
| Languages known             | : English, Hindi and Malayalam                 |
| Extra Curricular Activities | : Listening Music & playing football & cricket |
| Driving License             | : Holding Valid UAE and Indian driving license |

#### **Passport Details :**

|                            |                                                                |
|----------------------------|----------------------------------------------------------------|
| Passport Number            | : J2490785                                                     |
| Place of issue             | : Cochin                                                       |
| Date of issue              | : 28-01-2011                                                   |
| Date of Expiry             | : 27-01-2021                                                   |
| Visa status   Availability | : Tourist visa expire on 13-03-2020  Ready to join immediately |