



Saneesh K S

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PERSONAL DETAILS

Saneesh K.S

Location: Doha, Qatar

DOB: 20.08.1990

Nationality: Indian

Passport number &

Validity: K2834893 &

06/06/2022

Languages Known:

Malayalam (Native) |
English (Business Level)
|Hindi & Tamil
(Conversational)

Finance and Human Resources with 5 years of progressive experience augmented by a strong background in Accounting & HR. I want to build my career by working with a reputed company where I can gain the relevant experience and deliver the company with what it expects from me and also where my work will be appreciated.

- A management professional, specialized in finance.
- Good Experience in Accounting and internal auditing.
- An effective communicator with strong interpersonal, team management, coordination and analytical skills.
- Good organizational and time management skills.
- Quality oriented mind set.
- Proficient in grasping new trends and technological advancements.

KEY SKILLS

- **Presentation Skill-** Ability to create/deliver dynamic presentations.
- **Team Skills-** Poses an emphatic interpersonal style and a win-win attitude.
- **Communication-** Excellent Communication and well-developed interpersonal skills.
- **Leadership-** Ability to lead and to be led.
- **Accounting Software Skills-** Sage 50 Peach tree, Tally ERP Version, MS Office
- **HR Software Skills-** Resource Link Aurora, Precede, AS 400, Eureka, Greenford System

CAREER CONTOUR

- June 2016 –September 2018 China Unicorn Trading & Contracting Co. WLL
- July 2015 - March 2016 with Samrat Exporters and Importers as Accounting Assistant
- April 2013 - February 2015 with NGA HR India Pvt Ltd (Kochi) as Associate.

EXPERIENCE

Accountant

China Unicorn Trading & Contracting Co. WLL (Jun 2016 to Sep 2018)

Ar-Rayyan, Industry Area, Gate 207, Doha, Qatar

China Unicorn Trading and Contracting Company is specialist manufacturer and installer of stainless-steel products in Qatar.

Role & Responsibilities:

- Documents Financial Transaction by entering account information
- Prepare Financial Documents like invoices, receipts as per the condition of the projects or LPO demands.
- Follow up the receivables and Work status.
- Arrange the payables according with the receivables, bank and cash status.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports.
- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Verifies assets and liabilities by comparing items to documentation.
- Completes audit work papers by documenting audit tests and findings.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting, junior staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Protects organization's value by keeping information confidential

Accounting Assistant

SAMRAT Exporters & Importers (Jul 2015 to Mar 2016)

Palakkad, Kerala, India

An Export import company in south India. The company has expertise in handling the export of Frozen Food items.

Role & Responsibilities:

- Managing petty cash transactions.
- Employees payroll Processing.
- Prepare financial documents such invoices, bills, accounts receivable, accounts payable.
- Provide administrative support to accountants.
- Bank reconciliations and assist in the preparation of budgets and reports.
- Working with spreadsheets, sales and purchase ledgers and journals.

Payroll Associate

NGA HR India Pvt Ltd (Apr 2013 to Feb 2015)

InfoPark, Ernakulam, Kerala, India

NGA Human Resources is a leading global Human Resources software & services provider offering innovative HR business solutions to employers of all sizes.

Role & Responsibilities:

- Responsible for providing human capital management advisory services to Recruiting Admin for a UK based company.
- Support the Client in Talent Acquisition & HR related activities.
- Processing Offer Management, Onboarding, Hiring, Data Change, Termination and Requisition Management.
- Processing Payroll.
- Perform quality assurance checks
- Send daily reports and status to the team.
- Maintain 100% TAT / SLA accuracy for Payroll.
- Auditing and processing of UK payrolls calculation of tax and national insurance. Dealing statutory payments like Maternity pay, Sick pay and Paternity pay. Audit payroll reports to ensure hundred percentage accuracy and quality.
- Comply with HMRC guidelines, completion of forms, applying tax codes and national insurance instruction, completing End of Year tax returns and reconciliation of day to day payroll.

ACADEMIC CREDENTIALS

- **Master of Business Administration (Finance)**

Bharathiar University
2010-2012

- **Bachelor of Commerce (Finance)**

Calicut University
2007-2010

COMPUTER SKILLS & CERTIFICATIONS

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- DCFA (Diploma in Computerized Financial Accounts) Includes TALLY and Peach Tree
 - Well versed with MS- Office and Internet Applications.
 - Experienced in using Resource Link Aurora, Precede, AS 400, Eureka, Greenford System

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date:

Place: Doha, Qatar

Saneesh K S

