



MADHAVAN KIZHAKKOOT

SENIOR ACCOUNTANT

PROFILE

Detail Oriented Accountant Professional with over 12+ years of Middle East experience of effectively maintaining accurate account information for large scale Manufacturing organization. Extensive knowledge of Trade Finance (Letter of Credit) & ERP Software Processes, maintaining strict deadlines, Schedules and possess strong multi-tasking skills, with ability to simultaneously manage several projects.

CONTACT

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Karama 5, Dubai, UAE

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA), Bharathiar University Tamil Nadu, India

Pursuing CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA), United Kingdom.

DIPLOMA IN FINANCIAL ACCOUNTING (DFA) IISDT, India

Attendee in VAT implementation trainings – UAE

Excel in SAP, SAGE software, MS office

EXPERIENCE

SENIOR ACCOUNTANT/ KINGSPAN INSULATED PANELS MFG. LLC, DUBAI

2011-2020

- Managing Accounting Operations, Accounting reporting and reconciliations.
- Preparation of import letter of credit (LC) application based on the purchase order issued by purchase department.
- Coordinating with banks for letter of credits and LC amendments & get the overseas shipping documents under LC.
- Maintaining track of import LCs established, outstanding bills under LC, outstanding LC's etc. enabling financial controller for making MIS as well as Cash flow analysis.
- Follow ups with Customers for Export LC establishing, based on the proforma invoice / purchase order/ contract and LC amendments whenever required.
- Coordinating with freight forwarder to process proof of delivery such as bill of lading, truck consignment notes etc.
- Coordinating with Chamber of commerce for Certificate of origin and with insurance company for insurance policy or certificate.
- Follow ups with bank to get the LC amount at its maturity.
- Reporting to HO about Aged debtors, Critical Debtors list as well as bad debt. follow up of O/s payment with Customers
- Preparing AR MIS reports.
- Applying debt insurance cover and maintain data.
- Applying Customer credibility checking using TR tool (Thomson Reuters) and maintaining data.

COST ACCOUNTANT & AP SPECIALIST / RIGIDAL INDUSTRIES LLC, DUBAI UAE

2006-2011

Cost Accountant

- Collecting data to find out costs of Jobs/projects such as raw material purchases, inventory, labor. Analyzing data collected and recording its results.
- Analyzing changes in product design, raw materials, manufacturing methods or services provided, to determine effects on cost.
- Recording cost information for use in controlling expenditures.
- Making estimates of new and proposed product costs
- Providing management with reports specifying and comparing factors affecting prices and profitability of products maintaining Cost Accounting System.
- Conducts physical inventories and monitors cycle count programme & Inventory Reconciliation.

LINKEDIN - CERTIFICATIONS

National Association of State Boards of Accountancy (NASBA), United States.

- Global Finance and Accounting
- Foundations of Managerial Accounting
- Financial wellness- Managing Personal Cash Flow

Holding yourself accountable certified by **PMI Project Management Institute**

Operational Excellence foundations certificate by **LINKEDIN**

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • MS Office • Ability to work collaboratively as part of a team • Problem Solving • Leadership • Meticulous attention to detail • Excellent Organizational skills • Poised under pressure.

PERSONAL DETAILS

Nationality -Indian

DOB-31/05/1974

Marital Status-Married

Languages -English, Hindi, Malayalam

Visa Status- Residence Visa(UAE).

Available Immediately.

ACTIVITIES AND INTERESTS

- Music • Writing
- Reading • Travel

Accounts Payable Specialist

- Keeping track of all payments and expenditures, including, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance.
- Preparing analyses of accounts and producing monthly reports.

OPERATION & FINANCE ADMINISTRATOR/ CHETTINAD CEMENT CORPORATION LTD, CHENNAI, INDIA

1999-2006

- Checking vendor invoices with purchase order, goods receiving notes etc. and attaching all supporting documents.
- Handling all vendor correspondence like discrepancies in invoice, payment request etc. via email or phone.
- Receives, researches, and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
- Assists with monthly reports, and monthly closings.
- Process remittance information from checks, drafts and wire transfers for invoices provided by vendors, reviewing instructions accompanying items to determine proper disposition and crediting accounts in accordance with standard procedures.
- Preparation of customer wise sales report, outstanding statements to enable customers to make their dues at time.
- Reconciliation of Customer statements and solving their problems and communicating by email or phone.
- Preparation of outstanding statements as well as aging AR reports enabling finance dept. to create cash flow statement.
- Regular follow up of customers for outstanding payments.
- Maintaining data preparation of receipts via wire transfers, cheque, or cash.