

RESUME

SOORAJ P.R

Mob: +971588575061

E-mail :soorajpr123@gmail.com



Objective

Seeking challenging career in an organization where I can effectively apply my accounting, analytical and management skills which provides ample opportunity for growth and improvement in a mutually benefiting manner.

Snapshot

- Specialisation in Finance.
- Over all experience of 8 years in the field of Accounting and Financial Analysis
- Strong IT skills including ERP Packages like SAP - FICO (ECC 6.0) & Tally.
- Urge to learn and add value to the organisation.

Professional Experience

Accountant/Audit Assistant (Payable/Receivable)

Dec 2016-Nov 2021

Lulu International Kuwait

Lulu Hyper Market the retail division of multi dimensional and multinational Emke group trend setter of the retail industry in the gulf region with more than 110 stores.

- Responsible for booking the customer and vendor related Invoices in the SAP system and passing the journal entries thereof.
- Managed Accounts Payable Disbursement Processes for Lulu Hyper Market Kuwait around 350 local vendors and 50 import vendors.
- Preparation of Cheques For local vendor & TT for Import vendors.
- Carried out payroll processing tasks for over 1000 employees.
- Handling the Reconciliation of monthly statements of accounts issued by the vendor's.
- Monitoring the accounts to ensure the payments are up to date.
- Vendor files maintenance.
- Correspondence with vendors and respond to inquiries.
- Managed over 75 aging accounts all collection calls and reconciling discrepancies to ensure accounts are organized.
- Processed over 20 daily deposits.
- Preparation of Rebate documents.
- Primary liaison between management suppliers and customers.
- Assist in month end closing.
- Handling cash office operations and manage cashier's day to day operations.

General Accountant

Aug 2012- Sep 2013

Manapuram group of finance (Bangalore, India)

- Handle a broad scope of internal processes encompassing the daily management of billings collections reconciliation and month end closings with the focus on accounts receivable function.
- Handled work related with monthly billing and sales reports.
- Carried out payroll processing tasks for over 100 employees.
- Worked with team members in tasks such as updating general ledgers and journal.
- Helped manager in preparing financial statements and reports.
- Maintenance of daily bank transaction reports and overseeing a balance in outgoing and incoming funds
- Carried out bank reconciliation activities.
- Liaison between bank and company

General Accountant

Mar 2010- Jul 2012

Prompt pharma (Kerala, India)

- Handled work related with monthly billing and sales reports.
- Preparation of financial statements and reports.
- Carried out bank reconciliation activities.
- Carried out payroll processing tasks.
- Maintenance of daily bank transaction reports.

Academic Qualifications

- Master of Business Administration (MBA-Finance) from University of Bharathiyar, India
- Bachelor of Commerce Degree (B Com) from University of Calicut, Kerala, India.
- Higher secondary (Commerce) from Department of education, Govt of Kerala, India.
- SSLC from Department of education, Govt of Kerala, India.

Other Qualifications

- Diploma in Civil Draughtsman with Auto CAD in 2D&3D
(Estimation, Manual drawings, Quantity Survey, Draughtsman, and MEP)

Languages Known

Language	Read	Write	Speak
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Malayalam	Yes	Yes	Yes

IT Skills

- SAP R/3 (version ECC 6.0) in Financial Accounting
- Microsoft Office Tools (word, excel, PowerPoint)
- Certificate in business of Accounting (Tally, Peachtree, quick book)

Personal Profile

Date of Birth	:	19 th Apr 1989
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Single
Father's name	:	Rajendran.P
Religion Caste	:	Hindu- Nair

Passport details

Passport number	:	U0197276
Issuing place	:	KUWAIT
Issue Date	:	06-10-2020
Expiry Date	:	05-10-2030

Address

Permanent

Pandatt House
Chentrappinni Post, Thrissur
Kerala, India-680687

Declaration

I hereby declare that all the information given above is true and correct to the best of my knowledge. Should I be offered an opportunity, I will discharge the duties entrusted to me the best of my capacity and the entire satisfaction of the organization.

Date:

Place: Dubai

Sooraj P.R