

## RESUME

**PRAVEENKUMAR**

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Abu Dhabi – UAE



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## FINANCE AND ACCOUNTS

To become a performing and contributing member of a dynamic organization and use all my knowledge and experiences to contribute with company's goals and mission.

### WORK EXPERIENCE

#### **ASSOCIATE FINANCE AND ACCOUNTS – (BRANCH AND GLOBAL HEAD QUARTERS) UAEEXCHANGE CENTRE LLC**

*06/2019 – Present; Abu Dhabi, UAE*

##### *Key Accomplishments*

**Daily activities** like centralized monitoring and allocation of day to day accounting activities of all the branches such as payment allocation, credit transaction allocation.

**Control and Monitoring** and allocation of inter branch transaction.

**Monthly reconciliation** of debtors' account of branches and HO; preparing report for write off of irrecoverable debt.

**Responsible for** controlling all types of expenses of branches against its given budget and monitor the variance.

**Monthly reconciliation** of head office creditors and ensure the all the liabilities are correctly accounted without any variances.

**Leading** backend teams and branch staff to finalize accounts and reconcile advance cash taken for expenses by various departments.

**Lead payments team** to settle the invoices of different vendors.

**Reconcile** monthly claims and submit report to management.

**Prepare and Submit** monthly report on staff and cash short recovery.

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## **BRANCH OPERATION**

**UAE EXCHANGE CENTRE LLC** (Branch account in charge/Supervisor)

*12/2013 – 07/2019; UAE*

### ***Key Accomplishments***

- **Supervising** the team in all operational activities like cash arrangements, cash funding (FC, LC), salary disbursement, cash closing, reconcile ATM's
- **Cash settlement** of various transactions such as Western Union, Xpress Money, Utility remittance, third party payments and First Savings certificate including National Bonds.
- **Purchase and sale** of Foreign Currency and Traveler's Cheque.
- **Analysis** of global foreign exchange market and monitoring the trends in the market
- **Fixing exchange rate** for display and quoting the rate for corporate including banks, Exchange Houses as well as individual customers.
- **Supervising** the funding of AED and FC to Banks and Head Office on a daily basis by examining the notes for counterfeits and also by maintaining adequate stock.
- **In charge for WPS** salary Processing System and Corporate Desk to handle international remittances and other services exclusive to corporates.
- **Accounting** of Payment & Receipt entries of the previous day and cross check the cash in hand of the cashiers.
- **Accounting** cheque entries on a daily basis and status check of credit with the banks.
- **Verifying** and responding to communications regarding double payments, reconciled credits on a day to day basis

## **Previous Job Experience**

### **One & Only Royal Mirage-Dubai**

Position: F & B Captain

Duration 2007-2013

### **The Chancery pavilion Bangalore**

Position: asst.waiter

Duration: 01 -09-2006 to 15-05-2007

### **The Oberoi, Bangalore, India**

Position: Industrial trainee

Duration: 01 -09-2005 to 31 -08-2006

## **Educational Qualifications**

- Bachelor of Science – 2005 - University of Calicut – Kerala - India
- Diploma in Hotel Management – 2006 - KITCO-IITM - Govt of Kerala

### **Personal Profile**

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|--------------------------|----------------------------|
| • Sex                    | Male                       |
| • Date of Birth          | 13 <sup>th</sup> Dec 1983  |
| • Marital Status         | Married                    |
| • Nationality            | Indian                     |
| • Passport No.           | M8935883                   |
| • Issued at              | Abu Dhabi                  |
| • Visa Status            | Employment                 |
| • Languages Known        | English, Malayalam, Hindi  |
| • <b>Driving license</b> | <b>UAE Driving license</b> |

### **INTERESTS**

1. Travelling, Listening Music

### **Declaration**

**I, do hereby declare that the information given above is true to the best of my knowledge**

Place: Abu Dhabi

Date: 07-12-2021

Yours Sincerely,

PRAVEEN KUMAR P