

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

- Sex Male
- Date of Birth 13th Dec 1983
- Marital Status Married
- Nationality Indian
- Passport No. M8935883
- Issued at Abu Dhabi
- Visa Status Employment
- Languages Known English, Malayalam, Hindi

- **Driving license UAE Driving license**

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