

JEEVAN PERUTIL



Contact

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Core Strength

Finance & Accounts
Budgeting & Variance
Analysis
Payroll Processing
Receivable & Payable
Internal Control & Audit
MIS & Financial reporting
Accounts Reconciliation
Strong analytical &
Problem-solving skills
Cash & Fund Flow
Management

Summary

Objective is to work in an organization which provides opportunities for growth, learning and scope for the implementation of my skills and hence give my best to the organization.

Education

Master of Commerce: Finance – 2014 Calicut University

Bachelor of Commerce: Banking & Insurance – 2012
Calicut University

HSC (Higher Secondary Certificate) from State Board,
Kerala

Computer Knowledge

Tally ERP 9

ORION ERP

SAP FICO (Beginner)

MS OFFICE Package & General Computer Application

Work History

Branch Accountant – May 2018 – Present

V-KOOL Emirates Trading LLC

- Branch Accountant -Handling all accounting works in the branch.
- Ensure that all accounts responsibilities are handled efficiently and effectively.
- Preparing MIS and reporting to superiors.
- Customer & vendor SOA reconciliation and updating.
- Inventory control & GRN posting
- Monthly VAT report to management with input and output details.
- Master, Visa, AMEX, Card payment reconciliation and subsequent passing of commission and VAT.
- Bank reconciliations.
- Preparing audit ledgers & other documents needed for the audit.
- Petty Cash payments, reimbursement & voucher preparation.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Reconciles financial discrepancies by collecting and analyzing account information
- Guiding invoice generation and credit controls
- Preparation of Ageing receivables AP & AR and outstanding reports
- Preparation of Payroll processing and EWPS
- Other Admin & HR works related to a branch

General Accountant – April 2015 – April 2018

Future Modern Building Co LLC, Abu Dhabi

- Assisting to Prepare, Review and submit annual budget.
- Cash flow statements.
- Accounts receivables and payables.
- Control Accounts.
- Fund management and Inventory control.
- Preparing monthly report and reporting to superiors.
- VAT report & filling.
- Assisting on performing bank reconciliations and preparing materials necessary for audit process.
- Petty Cash payments and reimbursement.
- Daily reports, month end entries for provision & prepaid.
- Preparing vouchers and bills for day to day work of the business.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Manage invoice generation and credit controls.
- Prepare Work in Progress and income recognition reports Recommends financial actions by analyzing accounting options.
- Preparation of EOSB Payroll processing and EWPS.
- Telecommunication with clients, vendors.

Accounts Executive– Nov 2014 – March 2015

Peeyar Exporters, Kerala – India

- Maintain Books of Accounts.
- Meticulously handle, Ledger Scrutiny, Party account reconciliation, Quarterly return, VAT/ CST/ returns including preparation of TDS certificate.
- Handle cash management, Control petty cash.
- Manage the day to day financial transactions of the company.
- Monthly Bank Reconciliation Statements of all bank accounts.
- Presenting a true and fair view of the financial position of the company by preparing financial statements viz, P&L Account, Balance Sheet and annual reports.
- Stock audit.

Accountant – January 2013 – July 2014

Biju George & Associates, India

Accounts Trainee – September 2012 – Dec 2012

Tax Affairs, India

- Reconciles financial discrepancies by collecting and analyzing account information
- Internal audit of Companies, Partnership firms and Proprietary concerns
- Tax audit of Companies, Partnership etc
- Income tax return of Individuals
- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Statutory audit of Private Limited Companies, Trusts etc.
- Internal audit of Companies, Partnership firms and Proprietary concerns

Personal Details

Name	:	Jeevan Perutil
Nationality	:	Indian
Marital Status	:	Single
Date of Birth	:	15 March 1992
Languages known	:	English, Malayalam & Hindi
Current Location	:	Sharjah
UAE Driving License	:	2281064

ACKNOWLEDGMENT

I Acknowledge that I have read the job description and requirements for the Accountant position and I certify that I can perform these functions.

JEEVAN PERUTIL

Reference Available On Request