

**HARIDASAN. N. S.**

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Dubai, UAE



## PROFILE

**12+ years' experience in Accounting & Credits Receivable within the Distribution and Trading Industry and Tax consultancy in India and the UAE.** Expert in the management of accounts receivable through accounting processes as well as stakeholders 'management. Consistently supported the business to recover the credits receivable.

## PROFESSIONAL SKILLS

- Accounting and Account Receivable Management Expert
- Strong Inventory management skills
- Effective in time management
- Detail-Oriented
- Cross-Functional Team player

## WORK EXPERIENCE

### **KGT Innovations Electronics L.L.L, Dubai, UAE**

Designation –**Accountant / Inventory Management**

Duration - Jan 2020 – Present

- Preparation and booking of various invoices, Bills, Debit Notes and Credit Notes. Passing of Petty Cash entries, maintaining Customers and Suppliers Ledgers and various books of accounts.
- Reconciliation of Bank accounts and Intercompany books.
- Monthly, Quarterly and Annual closing of books.
- Assisting financial manager for overall accounting functions
- Maintain Fixed Assets register/ Depreciation/ Provision Schedules
- Preparing daily stock and sales report of various sales channels and divisions
- Preparing PO and verifying and approving of GRN's
- Preparation, verification, Approval and monitoring of internal stock movement.
- Updating price master on time and maintaining record.
- Internal stock audit of IR channels and conduct monthly stock audit of warehouse
- Auditing and verification of outstanding balance of IR channel customers.
- Supporting sales team to get overdue payment from customers.

### **Red Entertainment & Distributions, Dubai, UAE**

Designation –**Credit Receivable Controller**

Duration - Jan 2010 – Jan 2020

- **Accounts Receivable:** Prepare and send statement of account of debtors and ensure timely collections. Manage the collection activities in collaboration with sales/ Operations team by eliminating all obstacles, which creates disputes with our customers. Allocation of payments received and reconciliation of debtor's account. Review ageing of accounts receivable and ensuring compliance with the insurance limits set by the credit insurers and filing claims within the MEP period.

- **Day Sales Outstanding:** Reporting on a weekly basis DSO of each customer account to the management. Comparing it with previous weeks and providing suggestions on improvement.
- **Cash Flow Forecasting:** Providing weekly receivable collection forecast for cash flow management.
- **Weekly reporting:** Provide daily collection details and weekly outstanding details to key accounts manager and management.
- **VAT Implementation:** Preparing and reconciling VAT payables account on a monthly basis and ensuring timely filing of VAT return within the deadline.
- **Crisis Management:** Investigating customer credit status by liaising with peers in the market on all overdue accounts. Putting the customer account on hold if the account goes overdue.
- **Credit Limit Management:** Communicating to Key account manager on delayed payments by customer. Managing credit limit of every customer based on guidelines by credit insurers.
- **Stakeholders Management:** Dealing with the distressed customers and assessing them on how to settle overdue. Communicating and resolving any discrepancy reported in customer collections. Inform operations team to stop delivery until the customer settles overdue payment.
- **Conflict Resolution:** Communicating with customer and meeting them personally if they fail to make the payment in multiple times. Investigating and resolving customer queries on time. Conducting collection calls and customer visit to maintain a good relationship with customers.
- **Credit Insurance:** Co-ordinate with insurance provider in relation to credit insurance. Regularly monitors and update the credit decision of insurance provider to the management.

### **Piyush General Trading L.L.C, Dubai, UAE**

Designation –**Assistant Accountant**

Duration - April 2005 – December 2008

- **Accounting Entries:** Preparation of Sales Invoice, passing of Purchase Bills, Debit Notes, Credit Notes, journal entries. Passing of Petty Cash entries, maintaining Customers and Suppliers Ledgers and various books of accounts. Preparing Payment and Receipt Vouchers. Ensure all the received LPO's are invoiced and delivered on time. Ensure that posting is happening on a daily basis. Sending the status of sales invoice and complete month end closing on time. Preparing Purchase order according to the requirement of the store.
- **Credit reconciliation:** Responsible for the maintenance and Reconciliation of Creditors ledger and take effective measures for the accuracy of accounts.
- **Bank account reconciliation:** Responsible for the Reconciliation of Bank accounts and liaising with Banks and ensuring proper cash flow, Preparation of monthly wages, Preparing monthly salary statement.
- **Stakeholders Management:** Communicating with external customers to take delivery appointment. Communicate with the creditors if they raise any query regarding the outstanding payment or any discrepancies in statements. Informing the sales team regarding the discrepancies in the return received from customers, discrepancy on customer stock receiving control list.
- **Stock Management:** Preparing internal stock transfer document on system when stock moves from one stock location to another.

## Yathish Prabhu Tax Consultancy, Kerala, India

Designation - **Accountant cum Data Entry**

Duration - September 2002 – January 2005

- **Accounting:** Recording of all the transactions on a daily basis. Recording the payment received and reconciliation of the same. Verifying customer records and filing the same.
- **Accounts receivable:** Monthly review of all the payments received.

## Water Authority (Government of Kerala), Kerala, India

Designation – **Accounts Clerk**

Duration- November 1997 – May 1999

- **Review & Maintain Books:** Recording of all the customer water reading in books. Check and verify all the expense and update it in books regularly.
- **Accounts receivable:** Update the payment status in books. Communicate the customer non-payment details to operations.

## EDUCATIONAL QUALIFICATIONS

Degree/ Certificate	Institution	Year of Passing	Board
MBA Finance	Annamalai University	2018	Tamilnadu
B.Com	University of Calicut	2002	Kerala
Automobile Engineering	Dept. of Technical Education	1996	Kerala
Diesel Mechanics	The Indian Technical Education Society	1996	Mumbai

## OTHERS

- **Spoken Languages:** English, Malayalam and Hindi
- **Certification Programs:** Advanced Diploma in Computer Application – a 6 month course from Nehru Memorial Education Society, Kerala. Certificate Course in TALLY 6.3 – a 2 month course from ROTARICS IT @ school Govt. of Kerala, Kanhangad
- Have conducted knowledge sharing session for a team of 12 members in the current organization
- Active member of Kerala Belur Shiva temple Gulf Committee and served as the Auditor
- **IT Skills:** Proficient in Advanced MS Excel, MS PowerPoint, and MS Word. Orion ERP, Tally
- **Sports:** Shuttle badminton and Throw Ball Player
- **References:** available upon request

Place: Dubai

Date:

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