

Sreesankar Parthasaradhi - MBA

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Middle Level Professional - Accountant & General Administration.

'Looking for middle level job Openings in Accountant/ Accounts Executive and Administration Role with an organisation of high repute'

PROFILE SUMMARY

10 years of experience with prominent brands including:



Experienced in leading operations, Accounts, internal processes, procurement, Supply Chain, Human Resources, and General Administration.

Proficiency to manage operational portfolios while driving knowledge frameworks, budgeting and process reviews. Administrative skills in monitoring revenue cycle, setting recruitment goals and defining training program.

Strong communication, interpersonal, presentation, leadership skills to streamline operations, define policies and promote productive work culture. Effective communication, interpersonal, analytical and problem solving skills with an ability to deal with people across all levels of management

SKILL SET

- Operations Management
- Business Process Management
- Contract Negotiation
- Facilities Management
- Human Resource Assistance
- Cost Reduction
- Procurement and Supply Chain Control
- Reporting and Documentation
- Training and Development
- Finance and General Administration

EMPLOYMENT REVIEW

Accountant / General Administration

Outlook Group of Companies, Kuwait (FMCG, Facilities Management, Import and Export, Lifestyle, Construction and Paper Factory) Oct 2016 - Jan 2021

Responsibilities:

Operations Control:

- Manage all aspects of company operations to optimise purchasing process, supply chain cost and risk reduction
- Plans, organizes, maintains, and manages the operations and reliability of facilities and general infrastructure systems.
- Supervises administrative services skilled and technical/support staff. Hires, evaluates, trains, disciplines and recommends dismissal of staff as necessary.
- Updates and maintains list of District facilities equipment, including life-cycle and replacement
- Develop standard operating procedures, drive human resource functions and transition efforts as per contract terms
- Carry out wide range of supply chain activities; manage purchasing functions and expand distribution networks
- Perform departmental analysis to identify operational gaps, requirements and staffing issues in supply chain unit.
- Monitor and analyze Administration, accounting data and produce financial reports or statements for a Group of 4 Companies.
- Accounts Payable / Receivables
- Cash Receipts
- Cash Deposits
- General Ledger
- Payroll and Utilities
- Cheque Runs
- Fixed asset activity
- Establish and maintain files and records to document transactions.

- Account Statement reconciliation
- POS Monitoring.
- Finalization of Accounts

Accounts and Operations Executive.

AL - Habib and Company, LLC, Muscat (Real Estate & Construction)

Feb 2013 - Aug 2016

- Assisted in preparing administrative budgets, project schedules, and management reports as needed
- Consolidates and verifies requisitions.
- Accounts Payable / Receivables
- Payroll and Utilities
- Purchase Invoice entries
- Processes local purchase orders (LPO) / ledger forms and obtains approvals.
- Verifies supplies received against LPO.
- Other administration duties as required
- Scheduled client appointments and maintained up-to-date confidential client files.
- Performed general accounts duties and administrative tasks.
- Identified improvement areas and implemented operational systems to boost company's effectiveness
- Safeguarded business communication channels and managed agreements, service suppliers (internal and external)
- Contributed towards the development of company's corporate strategy, lead strategy and training sessions

Business Development Executive

Axis Bank

7 months

- Executed business growth plans and budgeting policies to improve operational objectives of a bank
- Maintained financial records, project documentation, efficient equipment maintenance and inventory optimisation
- Identified business opportunities through continuous support and service improvement across customer lifecycle

Administration

Jyoti Structures Ltd., Uganda

Sep 2011 - Dec 2011

- Developed minutes, reports, correspondence (routine and non-routine) and statistical details within set timelines
- Managed filing systems, documentation and inventory paperwork related to organisational office support services
- Drove administration processing guidelines, customer service systems, spread sheets and data entry practices

Prior Experiences:

Accounts and Administrative Assistant

Al Nouras Group, Dubai, UAE

Nov 2010 - Aug 2011

- Carried out company's administrative activities, accounting activities and management reporting
- Conducted performance evaluations, reviewed initial review books of account and ensured proper data entry
- Managed wide range of business administration and grievance management plans for internal and external resources
- Participated in budgeting, internal auditing and cash flow analysis in compliance with statutory norms

Sales Executive

Phoenix Advertising, Mumbai

July 2009 – Aug 2010

- Performed sales planning, carried out administrative services and managed customer support process
- Provided assistance in sales support and market research to meet key performance indicators and sales targets

EDUCATION

MBA- Master of Business Administration - Operations Management and International Marketing Management
ISBM

BBA - Bachelor of Business Administration

Mahatma Gandhi University – Kottayam, Kerala | 2009

IT Skills:

Tally | Peachtree | Microsoft GP | Microsoft AX | ERP Next | MS Office Suite | Internet Applications

PERSONAL DETAILS

Date of Birth: 9th May, 1989
Linguistic Abilities: English, Malayalam, Tamil, Hindi and Arabic Basic Knowledge.
Passport No: U9725030
Driving License: Valid Muscat License (94376014)
Nationality: Indian
Marital Status: Married

References available upon request