

RESUME



**PREMANADHAN
KUZHIKKADAN KANDY**

SENIOR ACCOUNTANT

**MOSTAFA BIN
ABDULLATIF BLDNG
BURDUBAI DUBAI**

Mob:971503539934

**Email:
premanadhankk@gmail.com**

Professional Skill

- 20 years' Experience in Accounting and Book Keeping
- Expert in*
- Payroll Administration
 - UAE VAT Return and Filing
 - Import/Export LC Documentation
 - Bank Reconciliation

Computer Skill

- EPICOR ERP
- TALLY
- PEACHTREE
- MS OFFICE

Personal Information

Date of Birth : 23rd May 1961
Sex : Male
Nationality : Indian
Languages Known : English, Hindi, Malayalam

Holding UAE Driving License

Education

Bachelor of Commerce.

Accountancy, Commerce, Auditing, Economics and Special Subject Cost Accounting.

1983

**Calicut University
Calicut, Kerala, India**

Experience

Senior Accountant: Triplefast Middle East Ltd, JAFZA, Dubai
Mar 2008 – Sep 2021
Manufacturers of Fasteners & Industrial supply services

Senior Accountant: Al Hawar Contracting LLC, Mankhool, Dubai
Mar 2005 – Mar 2008

Accountant/Administrator/Purchaser: Al Helly Contracting & Maint
Rasalkhore, Dubai
Oct 2001 – Mar 2005

Professional Skill & Experience:

- Computer Accounting up to Finalization and Monthly & Yearly Trial Balance
- Preparing Profit & Loss A/C and Balance Sheet
- L/C- Import / Export Documentation.
- Prepare payroll and disbursement of pay.
- Maintain Books of Accounts, such as Debtors, Creditors, Payroll, PDC entry
- Maintaining all Books of Accounts including Cash Book, Fixed asset register and other schedules of accounts.
- Prepare and file VAT return
- Preparing Cash Flow, Fund Flow, Budgets.
- Independent handling of all stock inventory
- Follow up of Debtors / Creditors and Reconciliation of their Accounts
- Preparing Bank Reconciliation Statement.
- Preparing MIS reports
- Supervising and supporting team members in accounts.
- Cooperated with internal and external Auditors
- Procurement of material and negotiate the right deal with suppliers.
- Arranging Machinery and Equipment at the site.