

CURRICULUM VITAE

KRISHNENDU GIREESH



Contact Information:

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Personal Information:

Date of Birth : 16 May 1988

Gender : Male

Marital Status : Married

Visa Status : 2 years

CPR Number : 880559233

Bahraini License: International

Passport Number: P6564275

Objective:

To obtain a position as a senior level in finance team at one of the leading and ever growing organization in the region and to work in a challenging environment that will foster my growth as a professional and personal growth as I develop my skills and Widen the scope of my knowledge.

Profile Summary:

6 years' GCC Professional experience in Accounts and Company administration. An energetic cross-functional senior level finance executive with extensive exposure in handling a gamut of high and low end aspects of accounting, finance and costing as a transformer of the corporate strategy into workable plan in finance, operations and General management.

Well versed in maintenance of Accounts, Budgets, forecasting and feasibility study, Chart of Accounts Designing, Mapping business requirements. Improve and maintain financial management policies, systems, structures, and procedures, for internal and External needs. Expertise in maintenance of accounts, management reporting, Financial Controlling, Financial Analysis and Product pricing.

- Well experienced on end-to-end Accounts Payable Accounts & Receivable process.
- Well experienced in GCC VAT.
- Knowledgeable on Financial Forecasting.
- Well experienced in Project Accounts.
- Well Experience in SAGE 300 ERP.
- Well Experience in MCA E Biz (Online Accounting Software).
- Well experienced on Tally Accounting Software.
- Proficient in MS Word, Excel
- Experienced in Payroll.
- Knowledgeable on Balance sheet and Profit & Loss report
- Knowledgeable on Bank & Inter Company Reconciliation

Work Experience

♦ **08th June 2018 to Present**
AL NOOR EXPRESS MART W.L.L
Retail Industry - Supermarkets
Designation - Senior Accountant

Key Accountabilities

- Maintain & supervising of end-to-end Accounts Payable & Receivable process.
- Monthly Escrow Account Reconciliation.
- Daily/Monthly B Wallet Reconciliation
- Daily/Monthly Benefit Pay Reconciliation
- Handling intercompany Reconciliation.
- Monthly Bank Reconciliation of both Branches.
- Vendor Reconciliation & release payment on priority
- Verifying, Posting & allocating of Purchases/Sales Invoices.
- Preparing & Posting of Tax Credit/Debit Notes.
- Verify & Submit payables/receivables statement to FM on Monthly basis.
- Review and recommend modifications on accounting software and procedures
- Supporting Group FM in daily matters related to finance & Accounts.
- Financial statement Review on monthly basis.

- Checking Daily Cash collection & Confirm for deposit.
- Assist departmental personnel regarding accounting questions and problems.
- Making Agreements with suppliers like Display, Window Branding Etc.
- Negotiating with Suppliers for special discounts & Promo Prices.
- Working for Monthly promotion on product pricing.
- Monthly Salary preparation & transfer on time.
- Prepare VAT RETURN for two markets & Submit to Auditor for filing.
- Reconcile system VAT report with Trial Balance for Auditors.
- Managing yearly physical Inventory counting & Reconcile with system data
- Coordinating with software people for rectifying errors.
- Maintain bank book in Excel & updating deposits on daily basis.
- Maintaining Fixed Assets Register.
- Prepare Final Settlement of Employees.
- MIS Reports Preparation.
- Assisting Group FM for Finalization of Balance sheet & Year Audit, Consult with Internal audit team.

◊ **04th October 2015 to 31st May 2018**
YOUSUF A. WAHAB AL HAWAJ & SONS CO W.L.L
(Whole sale & Retail)
Accountant

Key Accountabilities

- Handling Non-Trade Payables.
- Booking of Invoices in SAGE ERP SYSTEM with Prior approval.
- Prepare payable statement & submit to Finance Manager.
- Vendor account Reconciliation & Confirm for Payment.
- managing daily shop collection & prepare daily report
- Assist departmental personnel regarding accounting questions and problems.
- Preparing various analysis reports as required by FM.
- Prepare cheques for payment.
- Daily Bank Deposits.
- Maintain Escrow Account.
- Managing Electricity, Telephone bills etc.
- Assist Insurance, Lease agreement & Rent Agreement etc...renewals.
- Deal with daily petty cash transactions and ensure that reconciliations are completed on daily basis.

◊ **13th September 2014 to 30th September 2015**
PC SHOP W.L.L (IT Company)
Accountant

Key Accountabilities

- To prepare Delivery Notes & invoices in automated accounting system.
- To maintain Inventory and to place the Purchase Order.
- Prepare Costing against Overseas Purchases.
- Prepare OPG CLAIM Sheet.
- Managing Daily Deliveries & Monitoring drivers through GPS.
- Assist departmental personnel regarding accounting questions and problems.
- Prepare cheques for payment.
- Prepare S.O.A & Follow Up for Receivables through email & Phone
- Daily Bank Deposits.
- Bank Reconciliation on Monthly Basis.
- Correspondence with bank & Bank reconciliation.
- Monthly Payroll

- Assist Insurance, Lease agreement & Rent Agreement etc....renewals.
- Deal with daily petty cash transactions and ensure that reconciliations are completed on daily basis.
- Calculation of leave salary and Indemnity for the staff.
- Arranging Cash and Cheques Collection from Customers.
- Posting of Collected Cheques and depositing to Bank On time.
- Creating new Customers and Suppliers on the system.
- Filing necessary supporting documents related to receivables.
- Booking of Petty Cash Expenses.
- Inventory Management.
- Checking Reorder level.
- Reporting management about Stock Value & Movement analysis.

❖ **1st July 2013 to 10th September 2014**
PRESTIGE EVENTS W.L.L (Event Management)
Accountant

Key Accountabilities

- Prepare Event Contract based on Customer Requirement.
- Event Booking.
- Coordinate with Suppliers.
- Make Receipts
- Prepare cheques for payment.
- Daily Bank Deposits.
- Maintain Bank Reconciliation
- Correspondence with bank & Bank reconciliation.
- Monthly Payroll & Overtime Calculations.
- Inviting quotations & Prepares and processes purchase orders.
- Make sure that all customer payment should be made on proper time.
- Calculation of leave salary and Indemnity for the staff.
- Deal with daily petty cash transactions and ensure that reconciliations are Completed on daily basis.
- Preparing of Balance Sheet and P&L a/c.

Projects

- **An Organization Study at Sree Gokulam Medical College,**
Venjaramoodu, Thiruvananthapuram, Kerala.
- **An Organizational Study at Travancore Titanium Products Lmt,**
Kochuveli, Thiruvananthapuram, Kerala
- **E-Business Study at Travancore Titanium Products Lmt,**
Kochuveli, Thiruvananthapuram, Kerala
- **Working Capital Management study at KSBC,** Sasthamangalam, Trivandrum, Kerala

Achievements

- College cricket team player (Captain) and received prizes in college.
- Attend the various international seminars and management functions.
- Played a major role in Opening two Express Marts & coordinate with software Vendor to setup accounting tools including PLU.
- Received prizes in Drama competition in college and school.

Personal Details	
Present Address	Flat No. 21A Building No. 84, Road No. 1108 Salmaniya 311 Manama, Kingdom of Bahrain
Permanent Address	Jalaja Mandiram Kunnummel, Kilimanoor P.O Thiruvananthapuram Kerala, India
Hobbies	Playing Cricket, Music, and Web Surfing
Areas of Interest	Finance & Accounts
Academic/Professional Qualifications	
<ul style="list-style-type: none"> • MBA in Finance and Marketing from IMK • B.com from Kerala University • H.S.C from Board of Higher Secondary Examinations in Kerala. • S.S.L.C from Board of Public Examinations Kerala. 	
Computer Skills	
<ul style="list-style-type: none"> • SAGE • TALLY ERP • MCA E BIZ • FINAC • FAS • MS OFFICE 	
Languages known	
<ul style="list-style-type: none"> • Fluent in English, Hindi , Malayalam & Tamil 	
Skills:	
<p>To give a bit of an insight into my way of working, I would make brief mention of the following aspects:-</p> <ul style="list-style-type: none"> • Timely thought and meticulous planning in all sectors of responsibility. • Use of initiative and Drive • Ability to working close Co-operation and harmony with others. • Taking maximum load off superior shoulders to enable one to devote one's Energies to more important. <p>References upon request.</p> <p>Krishnendu Gireesh</p>	