**Irshad Umerkunju** 

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**PROFESSIONAL SUMMARY**

Has an extensive foundation in accounting plus hands-on experience in Financial Analysis, Accounting, G/L, Expense Tracking & Analysis, Reconciliations, Income Auditing, Payroll Processing, and Accounts Payable, all based upon Uniform System of Accounts, and more importantly, One-On-One Staff Training & Supervision.

Quickly earn the trust, confidence, and respect of colleagues and management in extracting financial data from multiple sources to prepare an array of financial reports for budgeting, forecasting, expenditure tracking, and key decision-making purposes. Advanced user of MS Office applications, Sun systems V. 4.01, MS Vision Excel, Opera V.5.0, Oasys Payroll Management, and FBM.

 **WORK HISTORY**

**Chief Accountant** September 2018 – March 2020

Ahmed Yousif Al Ghanah Building CONT EST

Manama, Bahrain

* Responsible for the accounting operation of the company.
* Participate in the formulation and implementation of company financial plans.
* Preparation of all monthly financial reports.
* Provide reporting and budgeting as required by Senior Management.
* Manage company and project cash flow.
* Supervise accounts payable and accounts receivable staff and function.
* Work with project management staff ensuring proper compliance with accounting procedures including reviewing and analyzing job cost estimates and reports monthly.
* Develop written accounting procedures for the operation staff and work with team ensure proper implementation and compliance.

**Chief Accountant** January 2017 – July 2018

Grand Millennium Hotel

Dubai, UAE

* Co-ordination with Regional Finance.
* Lead Finance Deparment.
* Fully responsible for managing the end to end profit & loss of the hotel.
* Co-ordinates, projects and prepares with management budget, forecasts, profit programming, projects and cost analyses contributing toward a more profitable operation.
* Supervises the maintenance of and co-ordinate with Regional Controller all hotel accounting procedures and controls in compliance with the company policies & procedures as well as local requirements.
* Works with all departments of the hotel in any function directly or indirectly pertaining to expense and finance. Keeps them informed of their departmental expenses and investigates all items that appear questionable.
* Staffs, trains, supervise, evaluate and upgrades controller department employees.
* Works with Personnel Department on payroll control, payroll budgets and procedures.
* Supervises and works with the Credit Manager in minimizing overdue balances and losses arising from delinquent accounts and to minimize losses arising from uncollected guests and city ledger accounts.
* Supervises the preparation and timely submission of all required tax returns and other reports to government authorities and owning companies in accordance with regulations and contractual agreements.
* Submits tax returns and other government reports to the proper authorities on a timely basis.
* To issue the Monthly Financial Report as well as all the documents required by the company.

**Financial Accountant** December 2013 – December 2016

Millennium Corniche Hotel

Abu Dhabi, UAE

* Preparing profit and loss accounts and the balance sheet for senior management
* Assisting in preparing budgets and business planning, including projected room revenue Reconciling bank statements Review supplier invoices, general ledger coding of expenses and verify supplier payments with supporting invoices. Reviews accounts payables and weekly check runs.
* Verify expense reimbursement with supporting documents and ensure that they are in accordance with the policies and procedures Prepare the general ledger reconciliation and follow up for the renewals of contracts expiring Adjust entries to be prepared on the basis of general ledger reconciliation Prepare, post and update standard journal vouchers and adjustment journal voucher entries at the month end, such as - prepaid expense, operating provisions, payroll, payroll accruals, general stores issues, engineering store issues, reconciliation of food & beverage cost, accruals, provisions, allocation of expense, etc.
* Prepare bank reconciliation statement and review general ledger at month end and analyze expenses and major variations from the budget.
* Work with both internal and external auditors during financial and operational audits.
* Responsible for all taxes obligations.

***Assisted Al Manshar Rotana as***

**Financial Accountant** September 2013 – November2013

Al Manshar Rotana

Fahaheel, Kuwait

* Review Receiving Report
* Review Expenses Report
* Review Payment - Cheque/Petty Cash
* Checking the General Cashier Report/Journal
* Review Income / Statistic JV
* Review Final Settlement /Leave Settlement
* Review Payroll Reports
* Bank Reconciliation
* General Ledger Reconciliation and Supporting Documents
* Preparation of Standard Closing JVs
* Preparation of Financial Operation Report

***Assisted Centro Barsha Dubai as***

**General Accountant** January 2013 – February2013

Centro Barsha Rotana

Dubai, UAE

* Review Receiving Report
* Review Expenses Report
* Review Payment - Cheque/Petty Cash
* Checking the General Cashier Report/Journal
* Review Income / Statistic JV
* Review Final Settlement /Leave Settlement
* Review Payroll Reports
* Bank Reconciliation
* General Ledger Reconciliation and Supporting Documents
* Preparation of Standard Closing JVs
* Preparation of Financial Operation Report

**Accounts Payable** February 2011 – August 2013

Media Rotana Hotel

Dubai, UAE

* Control LPOs, check and verify long outstanding LPOs.
* Check arithmetical accuracy, date, quality and receive stamp approval on the invoices with LPO or agreement.
* Tally and receive total invoice and reconciliation of outstanding with total payable balance.
* Follow up any discrepancies with the suppliers in writing.
* Check and tally posted invoices with invoice totals and filed supplier-wise.
* Ensure that other internal expense reports are approved by the Director of Finance / Financial Controller and the General Manager.
* Ensure payment of internal expense reports with relevant approval e.g. salary, reimbursement of visa expenses to the Government Relations Officer, cash advance, loan, leave settlement, final settlement, etc.
* Ensure that all cheques to be locked and cheques should be endorsed.
* Good understanding of the hotel operation & the local competitors.
* Adaptability & integrity.
* Drive for result through high set personal standards & effective teamwork.

**Media Rotana Hotel** February 2010 – January 2011

Paymaster

Dubai, UAE

* Preparing Payroll for more than 400 staffs.
* Verify and forward personnel notification form for approval of new employee.
* Verify and process leave application forms, vacation travel LPO's, change of status of employees. cash advance requests, bank loan application, miscellaneous requests.
* Calculate final settlement of employee leaving the employment.
* Coordinate with Human Resources Department concerning employee’s requests and welfare.
* Coordinate with Accounts Payable regarding approved final settlement of employee.
* Prepares payroll reconciliation.
* Prepare vacation, indemnity and air ticket accrual report.
* Prepare pending day's list.
* Achieving the deadline in computation and transfer of salary to the employees bank account every end of the month.
* Submitting all reports such as accruals before deadline.
* Has been awarded Employee of the Month for achieving departmental duties and responsibilities.

**General Cashier** May 2008 – January 2010

Media Rotana Hotel

Dubai, UAE

* **Daily withdrawal of Deposits from Drop Safe Box.**
* **Collection Counting along with the Witness.**
* **Collection of City Ledgers and Sundry.**
* **Foreign Currency Exchange.**
* **Deposit of Daily Collection in the Bank.**
* **Cheque Deposit.**
* **Preparation and Submission of General Cashiers Report**
* **Report of Post Dated Cheques.**
* Petty Cash Claim and Disbursement.
* Temporary Floats and Advance against Expenses Report.
* Arranging Cash Change for Front Office and 5 Outlets in the Hotel .
* Arranging for Special Cash/Foreign Exchange Requirements.
* Disbursement of Outlet Tips and Reimbursement.
* Inter Hotel Staff Assistance.

**Accounts Assistant** December 2005 – March 2008

Crystal Gallery LLC

Dubai, UAE

* Preparing Monthly Financial Statements and Operation results and analysis.
* Monitoring daily sales invoices and follow-up collectibles upon due dates.
* Preparing estimations for custom-made products, costing for retail and corporate.
* Daily reporting sales figure to the Finance Director.
* Monitoring stock movement and inventory level.
* Item master updating and price entry.
* Export documentation – invoice and packing list.

**Educational Qualification**

* B.Com from University of Kerala
* Tally 7.2
* Diploma in Computer Application
* Pursuing ACCA (Association of Certified Chartered Accountant)

**Personal Details**

**Date of Birth: 25.04.1981**

**Sex: Male**

**Marital Status: Married**

**Nationality:                  Indian**

**Driving License: UAE, Bahrain**