**GIREESH KUMAR K P**

**PB No.13718, AJMAN, UAE**

**+971 50 6859407**

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**ACCOUNTS / WARE HOUSE MANAGEMENT PROFESSIONAL**

**PROFESSIONAL SUMMARY**: An assiduous, competent and result oriented Accounting Professional with over 15 years of qualitative experience in Accounting Operations, Bank Reconciliation, and Data Analysis. Proven profound knowledge and expertise in requirements gathering, financial analysis, receivable & payable management and designing end-to-end solutions. Extensive experience of working with multi nationalities and managing the month/year end closing operations. Well versed with Finance and Accounting processes including book keeping, and fund management, financial planning, and Auditing.

* Sound understanding of various financial activities and capable of effectively defining the financial objectives including implementing systems, policies & procedures to facilitate internal financial controls.
* Abreast with various financial activities, effectively define the financial objectives; implement systems, policies & procedures to facilitate internal financial controls.
* Possess practical experience in the analysis, development and implementation of Audit Operations and targeting maximum profitability & cost effectively.
* Proven strengths in determining & documenting enterprise wide risk management procedures for an organization, and identifying Key Controls points.
* Proven professional strengths in Receivable/ Payable Management and designing financial solutions, managing company's financial accounting, monitoring and reporting system.
* Excellent working knowledge **MS Office (Word, Excel & PowerPoint), Accounting Software Tally ERP.**

**PROFESSIONAL SKILLS**

* Strategic Planning
* Reporting / Documentation
* Accounting Operations
* Revenue Maximization
* Asset Management
* Business Management
* Relationship Management
* Coordination / Liaison
* Team Management
* Payroll Operations
* Bank Reconciliation
* Training & Development
* Process Improvement
* Communication Skills
* Handle LC Procedure

**PROFESSIONAL EXPERIENCE**

**NEW ENERGY METAL CONSTRUCTION CONTRACTING July 2014 – Present**

**PBNO.13718, AJMAN,UAE**

**ACCOUNTANT**

**KEY HIGHLIGHTS**

* Complete & Independent work as an Accountant, Finance management of Construction Company. Managing the outsourcing & insourcing of workers and for metal construction and industrial painting
* Ensured stock and analysis for proper record keeping also worked with the product design team and provided idea for new product development
* Formulated innovative business strategies and assisted the company in annual budgeting and forecasting including judiciously managing the day to day finance operations including receipts, payments and invoicing
* Maintained the cost account for each Job and minimized the cost of product effectively besides responsible for troubleshooting and maintaining the equipment under production

**AL SALAM PRINTING PRESS LLC JUL 2011 – Aug 2013**

**PBNO 24594, SHARJAH, UAE**

**ACCOUNTANT**

**KEY HILIGHTS**

* Preparation of Books of Accounts
* Generating various financial reports
* Auditing of accounts and finalization
* Preparation of sales tax returns
* Reconciliation of Bank Accounts
* Preparing Importing Documents
* Preparation Documents for LC Operations
* Monthly Fund Budgeting

**WOOD HOUSE FURNITURE FACTORY LLC April 2008 – JUL 2010**

**PBNO 62721, SHARJAH, UAE**

**ACCOUNTSASST / STORE INCHARGE**

**KEY HILIGHTS**

* Producing accounting and financial reports and ensuring accurate accounting system and record keeping.
* Maintain Accounting and financial records relating to company’s payables and receivables.
* Periodic reconciliation with Customers and Vendors Accounts
* Monitor the aging of vendors and ensure processing the payments as per agreed terms.
* Preparation of sales Invoice.
* Payroll preparation.
* Preparation of weekly and monthly statements and reports.
* Administrating vendors Accounts.
* Monitoring and Controlling of Inventory Raw material.

**PRESTIGE BOARD (P) LTD, JAN 2002 – March 2008**

**KERALA, INDIA**

**FINANCE / ACCOUNTSEXECUTIVE**

**KEY HILIGHTS**

* Prepare monthly financial statements and distribute to top management.
* Prepare journal entries and reconciles general ledger and subsidiary accounts.
* Develop, examine, and analyze accounting records and other financial records.
* Handle payable & receivable and prepare monthly collection reports.
* Monitor invoicing, advance payments, retentions.
* Prepare quotations, Invoices and Purchase Orders.
* Maintain Accounts Payable, Verify payment vouchers and analyze bank status.
* Monitoring and forecasting stock levels.
* Preparation and checking of wages and payroll reports.
* Preparation of Inventory statements.
* Regular follow ups of commitments and reminders to superiors.

**EDUCATION**

**Bachelor of Commerce – Calicut University 1996**

**Date of Birth:** 18th May, 1975

**Passport Number:** L2814850 **Nationality:** Indian

**Languages Known:** English, Hindi and Malayalam, Kannada, Tamil

**References:** Available on request

**Driving License:** UAE, INDIA