



HARI P. M.
ACCOUNTANT

haripulikkiyil@gmail.com

+971 524872982

Dubai, United Arab Emirates

www.linkedin.com/in/hari-pm-577806150/

CAREER OBJECTIVE

I'm seeking a position in the audit, accounting, and finance departments where I can use my education and experience to help the company grow and expand. The ideal place of employment will be one that offers chances for professional development and is professionally challenging.

CAREER SUMMARY

An accountant with Two and a half years of experience in the United Arab Emirates and Nine and a half years of International Experience who is well-versed in Accounting, Auditing, and Taxation. Expertise in Billing, Sales, Accounts Payable, Accounts Receivable, and Customer Support in all their forms. Simplifies corporate operations and procedures in order to improve workplace productivity and reduce expenses. Exceptionally proficient in Tax Reporting, GL Account Reconciliation, Audit Reports, and Financial Statement Preparation.

ACCOUNTING SKILLS

Accounting | Bookkeeping | Stakeholder & Client Relations | Financial Management | Best Practices & Processes | Financial Statement | Process Improvement | Invoice | Regulatory Compliance | General Ledger | Accounts Payables | Accounts Receivables | Auditing | Budgeting | Reconciling | Variance Analysis | Cash Management | Tax | Excel | Word | PowerPoint | Tally | Communication | Administration | Accounting Principles | Asset Management |

WORK EXPERIENCE

ACCOUNTANT

SENSATION TRADING LLC

09/2021 – 09/2023

Dubai, UAE

Roles and Responsibilities

- Recording of financial transactions like sales, purchases, payments, receipts, day-to-day expenses, provisions, and other invoices in the ERP system.
- Verification and processing of purchase orders (LPO) from customers.
- Verification and processing of the purchase order by suppliers.
- Accounts receivable; preparation of monthly statements; follow-up on payments; and reconciliation of the payments received.
- Accounts payable; reconciliation of the payable invoices; preparation of the statement; and submission of the invoices for the payment process.
- Bank reconciliation.
- Preparation of VAT filing documents.
- Finalization and month- and year-end closing.
- Preparation of MIS Report.
- Inventory Control: Stock Analysis, Promotion Analysis, and Physical Stock

ACCOUNTANT

NAVRAS TRADING LLC

04/2021 – 09/2021

Dubai, UAE

Roles and Responsibilities

- Preparing and filing returns and refunds
- Assist in preparing the assigned schedules for the Annual Audit.
- Petty cash report and handling

- Bank Account Reconciliation: Monthly reconciliation of all the balances and submission of reports to management
- Preparing and handling all PDC and CDC checks
- Preparation of payable reports for credit suppliers
- Verify the invoices and post the necessary journal entries.
- Posting of all Receipts and Payments
- Any other Accounting and Administrative activities as advised by the Management.

ACCOUNTANT

KIRAN ASSOCIATES TAX CONSULTANCY

11/2014 – 03/2021

Kerala, India

Roles and Responsibilities

- Verification of Tax Documents and conducting Tax Research to reduce the Tax Liability.
- Dealing with Government Authorities for payment-related and tax-related matters.
- Managing business Accounting Services, from Books to Taxes, and reporting through different Accounting Platforms.
- Managing business GST Registration, Return Filing, Refunds, and others
- Managing business KVAT Registration, Return Filing, Refunds, and others
- Managing business TDS Registration, Return Filing, Refunds, and others
- Managing the client's day-to-day transactions, Bookkeeping, and backlog.
- Presenting all findings, Analysis, and Monthly or Quarterly Reporting to Senior Management.

SUPERVISOR

MARIA STATIONERY AND PHOTOCOPY WLL

06/2017 – 06/2018

Salmaniya, Kingdom of Bahrain

JUNIOR OFFICER

ICICI BANK LTD.

10/2013 – 10/2014

Kerala, India

COMPUTER SKILLS

Tally ERP | MS Excel | MS Word | MS PowerPoint | Adobe Page Maker | Adobe Photoshop | DTP- English

PROFESSIONAL CERTIFICATIONS

- Diploma in Computerized Financial Accounting Program
- Diploma in Office Management

LANGUAGES

English (*Fluent*) | Hindi (*Fluent*) | Tamil (*Speaking*) | Malayalam (*Native*)

EDUCATION AND CREDENTIALS

- M.Com., University of Kerala, 2013, Kerala, India
- B.com., Mahatma Gandhi University, 2011, Kerala, India
- Higher Secondary: CBSE, 2008, Kerala, India
- High School: CBSE, 2006, Kerala, India

PERSONAL DETAILS

- Age : 33 years
- DOB : 02.10.1990
- Passport : R0953224
- Nationality : Indian