

Santhosh Mangasseri

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Highly accomplished, results-driven accounting and financial management executive with more than 12 years of progressive experience in finance and operations management within start-ups and MNC's in various fields including Property development, Real Estate, FMCG, Trading.

Possessing solid leadership, communication and interpersonal skills to establish rapport with all levels of staff and management.

KEY COMPETENCIES

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|-------------------------------------|--------------------------------------|
| ⇒ Accounting & financial management | ⇒ Cash management, banking |
| ⇒ Decision support | ⇒ Systems and technology utilisation |
| ⇒ Leadership | |

PROFESSIONAL EXPERIENCE

Crescent International Group

Accountant & Office Manager - Reporting to Operation Manager & CFO
(Jan/2014 to Oct /2022)

Responsibilities

- Cross-checking letters and other correspondence sent to the bank.
- Maintaining various spread sheets like rent, insurance, deposit, prepaid expenses, utility, etc.
- Maintaining Cash & Cheques Collection, Bank Reconciliation
- Maintaining Property leasing summary
- Review all Payables and receivables
- Maintain Supplier/Subcontractors Advances account and Retention Payables.
- Reconcile any discrepancies or errors identified by conversing with employees, vendors, and/or tenants.
- Monitoring cash disbursement including petty cash
- Salary processing and WPS processing
- Legal documents filing & PRO works related to the Company
- Ensuring accurate costing and cross-checking other transactions effecting inventory (like supplier return, credit note etc.,)

- Issuing Tenancy contracts and Ejari to tenants

Smart Footwear Trading LLC (Whole sellers of footwears) Deira, Dubai

Assistant Accountant & Sales
(Dec/2011 – Dec/2013 - Dubai)

Responsibilities

- Controlling expenses, scrutinising the ledger, comparing actual versus budget, reporting significant variance related to budget allocated for each department.
- Monitoring bad debt provisions along with ageing analyse report and approving bad debt provision
- Preparation of cash flow statement and managing cash position through periodically reviewing the cash flow statement.
- liaising with banks; organising and approving bank reconciliation
- Supporting to Auditors for finalisation of Accounts

Hotel Cee Pee Towers, Trissur Kerala, India

Junior Accountant (Feb/ 2006 – Nov/ 2011, Kerala- India)

Responsibilities

- Reporting to the Accounts Manager; managed day-to-day accounting functions, payroll and disbursement.
- Updating accounts receivable and issue invoices
- Updating accounts payable and perform reconciliations
- Posting and processing journal entries to ensure all business transactions are recorded
- Managed and followed up on debtor's reconciliation
- Bank Reconciliation

EDUCATION / CREDENTIALS

- Bachelor Degree in Commerce- University of Calicut in 2005

COMPUTER SKILLS

- Operating Systems: Windows
- MS-Office, Tally

PERSONAL INFORMATION

- Date of Birth: 06/05/1984
- Indian Passport No: M 7057054;
- Language skills in English, Hindi, Malayalam

