



PURUSHOTHAMAN

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purushothbr2007@gmail.com

White villa, Opp Golden Fork Hotel back side, Murshid Road,
Fujairah, UAE

OBJECTIVE

To pursue a career that invokes immense challenge ensuing a continuous process of learning, paving way to efficient managerial abilities and teamwork.

SKILLS

4 Year Experience in UAE VAT Tax preparation and Filing

100%

Operating System. - Windows All Edition.

100%

Packages - Ms-Office.

100%

ERP SYSTEM - Tally,

80%

SAP - Working Knowledge in SAP B1.

80%

EXPERIENCE

05 - SEP -
2015 -
08-SEP-
2023(NOTICE
PERIOD)

• Accounts In Charge

SAAD EXCHANGE

Role & Responsibility :

- Submitting MIS Report to Top Management on daily, weekly and monthly basis.
- Coordinate with External Auditor for Monthly /Yearly Financial Audit
- Prepared and submit to FTA for VAT Report.
- Maintain Fixed Asset Register
- Monitoring Bank Balance for validate all our payments.
- Verification of staff related payments (Salary, Leave salary, Final Settlement).
- Verification all payments Vouchers - Suppliers & Service Providers (Expenses & Asset Purchase).
- Verification of System generated report - P&L, Balance Sheet, Trial Balance.
- Coordinate with agents with Fund related Quires.
- Entered all Settlements,Expenses ,Accruals -Expenses & Income
- Reconcile Bank Accounts on daily basis.
- Ensure end of the day all entries are posted properly in system.

17 - JULY
- 2013 -
31 - AUG
- 2015

• Accountant

PCS INDIA (P) LTD

- Preparing Invoice ,Handling Cash & Cheque

- Follow up with customer Pending Payment
- Preparing Profit & Loss, Balance Sheet, MIS Report

27 - July -
2009 - 15
- April -
2013

- **Commercial Officer**
HEMALATHA ENTERPRISES (P) LTD
 - Supervise the team - Billing Operators , Stores In charges, commercial staff .
 - Preparing MIS Report on Daily Basis
 - Conducting Physical Stock Verification for Weekly & Monthly
 - Personnel Custodian for Office Commercial Files Like Purchase Invoice , Credit Note copy , Stockiest - Blank cheque , Return Cheque .

EDUCATION

- | | |
|------|--|
| 2007 | <ul style="list-style-type: none"> • Master of Commerce in Finance (M.Com)
Madura College
First class - 70% |
| 2005 | <ul style="list-style-type: none"> • Bachelor of Business Administration (B.B.A.,)
S.Vellaichamy Nadar College, Madurai,
57% |
| 2002 | <ul style="list-style-type: none"> • Higher secondary
Mangayarkarasi Higher secondary school, Madurai,
80% |

AREA OF INTERESTS

- ✓ Accounts
- ✓ Auditing (Internal Audit)

LANGUAGES

- English
- Tamil.

PERSONAL DETAILS

- Date of Birth : 02/06/1985
- Marital Status : Married
- Nationality : Indian
- Passport : S4726188
- Gender : Male

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge.

Place: Fujairah,UAE
Date: 17/08/2023



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