



PRAMOD VELUTHEDATH

Seasoned accountant with a diverse background spanning utility, manufacturing, and healthcare sectors. Demonstrated expertise in financial analysis, regulatory compliance, cost optimization, and office management. Eager to contribute these skills to a senior accounting role, enhancing financial operations, ensuring unwavering regulatory adherence, and fostering my personal and professional growth.

PERSONAL

Name
Pramod Veluthedath

Address
Dubai

Phone number
+971567161315

Email
janapramod@gmail.com

LinkedIn
www.linkedin.com/in/pramod-v-22b082121

SKILLS

GAAP Knowledge
Bank Reconciliation
Taxation
Microsoft Office
Tally Prime
QuickBooks
Medico & Dental4Windows
Office Management
Vendor Management
Time Management
Team-work oriented
Healthcare Administration
Customer Service
Insurance Billing
DHA Regulations
HR Management
Payroll
Stock / Inventory Control
Sales

INTERESTS

- Walking
- Travel



WORK EXPERIENCE

Sep 2021 - Present

Senior Accountant

Pearl Dental Clinic, Dubai

- Effectively managed multi-branch accounting transactions for the clinic's two branches, ensuring accurate financial records and compliance.
- Managed and coordinated the day-to-day administration of the Clinic's financial system, ensuring its smooth operation.
- Reconciled accounts payable and accounts receivable to maintain accurate financial records.
- Managed payroll processing for a team of 25 staff, ensuring accurate and timely employee salaries and benefits.
- Conducted regular audits and reconciliations of POS transactions to identify and resolve discrepancies promptly.
- Oversaw the insurance billing process, leading a team responsible for submitting claims and processing reimbursements.
- Assisted in audits of the Clinic's financial statements to ensure compliance with federal regulations.
- Effectively managed the clinic's DHA portal for license addition and renewal, ensuring regulatory compliance.
- Managed cash flow to ensure sufficient funds for day-to-day operations and planned expenditures.
- Calculated VAT and filed VAT returns with federal agencies to ensure compliance.
- Oversaw inventory tracking and valuation, maintaining precise accounting for medical supplies and equipment.
- Recommended changes in accounting methods or procedures to enhance efficiency.
- Reviewed and negotiated contracts with vendors, securing favorable terms and conditions for the clinic.

Jul 2019 - Aug 2021

Accountant Cum Office Administrator

ACE Star Sign Manufacturing, Dubai

- Reconciled the general ledger and chart of accounts, maintaining accuracy and integrity.
- Managed invoices, deposits, and money logs with a focus on efficiency and accuracy.
- Prepared VAT returns, ensuring compliance with government regulations.
- Efficiently managed material and stock levels, meeting target capital objectives.
- Oversaw purchasing and warehousing processes, resulting in reduced losses, improved efficiency, and fewer injuries.
- Negotiated vendor contracts to secure the best prices and prompt service for equipment and supplies.
- Oversaw HR functions, including performance evaluations, for a team of 30 staff members.
- Managed payroll processing for the team, ensuring accurate and timely payments.
- Prepared shipping documentation, including bills of lading, packing lists, dock receipts, and certificates of origin for each shipment.

- Dec 2014 - Jun 2019 **General Accountant**
Al Ahrar Group, Ajman
 - Analyzed monthly balance sheet accounts for corporate reporting, gaining proficiency in financial analysis and reporting early in my career.
 - Processed accounts payable and expense reports meticulously, ensuring compliance with established policies and procedures.
 - Generated and submitted invoices accurately, demonstrating attention to detail and adherence to financial schedules.
 - Examined, reviewed, and gathered financial statements for banks, contributing to the financial health assessment of the organization.
 - Created and introduced updated processes for accounts receivable sub-ledger and customer attribute reporting, showcasing an ability to identify and implement process improvements.
 - Completed daily accounting tasks with diligence, including tracking funds, preparing deposits, and reconciling accounts, demonstrating reliability and consistency.
 - Trained new employees on accounting principles and company procedures, serving as a resource for team members and fostering a collaborative environment.
 - Set up and improved accounting systems and processes to meet business needs and maximize operational effectiveness, displaying adaptability and initiative.
 - Partnered with auditors to prepare yearly audits, gaining valuable exposure to audit procedures and compliance practices in a corporate setting.



EDUCATION AND QUALIFICATIONS

- Jul 2019 - Present **Bachelor of Commerce**
SRM Institute of Science and Technology, Tamil Nadu
- Jun 2007 - Apr 2009 **Higher Secondary Education**
Kerala State Higher Secondary Education Board, Kerala, India
Plus Two in Commerce