



UMAKANTH PATTATHIL

ACCOUNTANT



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Street no 21, Sharjah, United Arab Emirates

PERSONAL DETAILS

Date of birth

07 MAY 1992

Nationality

INDIAN

Visa status

RESIDENCE VISA

Marital status

MARRIED

SKILLS

HARD WORKING WITH A "CAN DO ATTITUDE"

ADAPTIVE TO MULTI-CULTURAL ENVIRONMENT

CONFIDENT IN MANAGING SITUATIONS

OWNERSHIP ON TASK/PERFORMANCE

DYNAMIC TO GET ALONG WITH TEAM

ABOUT ME

To develop and discover my vision into pragmatic action, as a performance-oriented official of proper human resource and accounting track record, I want to activate my "self-branding" strategy in your organization with strong and healthy confidence.

WORK EXPERIENCE

ACCOUNTS & ADMIN EXECUTIVE

CAREEZ FOOD TRADING / DUBAI / Mar 2023 - PRESENT

The Company has been established in a fast dynamic developing city. It distribute local foods with high premium quality and registered trademark. The establishment has carved its niche for bringing in world leading products into the market and distributing them to different point of sales and retailers.

- Managing obligation to suppliers, customers and third-party vendors.
- Coordinating Internal tasks related to account to ensure client receive product & service
- Prepare, send and store invoices
- Contact clients and send reminders to ensure timely payments
- Update internal accounting database and spreadsheet
- VAT filing
- Administered payroll by providing relevant data (absence, overme, deducons).
- Assume the role as the primary point of contact between the company and its customers and suppliers
- Monitor office supply levels and order when required
- Develop and carry out an efficient documentation and filing system.
- Processing bank deposits

ACCOUNTANT

M GAS MIDDLE EAST LLC / DUBAI / FEB 2021 - JAN 2023

The MGME is a indigenous service provider to the gas industry in UAE by providing LPG supply and services. The Company handle the operation in Dubai and Northern Emirates. The team consist of highly experienced employees to run the business operation smoothly.

- Manage all accounting transaction
- Submit financial statement in time and reinforce financial data confidently
- Handle monthly , quarterly closings and conduct database backups when necessary
- Calculating net salaries and updating payroll with proper documentation
- Reconcile payable and receivable and report management on the company's

LANGUAGES

English

Hindi

Tamil

Malayalam

KEY RESPONSIBILITIES

- > Microsoft Excel
- > Payable & Receivable
- > Payroll Processing
- > Invoicing
- > Accounting Software
(Mycom, Beams, Logosoft)

DRIVING LICENSE

Driving license category
LMV - Manual

EDUCATION

MBA
AMC ENGINERRING COLLEGE
Specialized in Finance
2013-2015

BACHELOR OF
COMMERCE
UNIVERSITY OF CALICUT
COMMERCE
2010 -2013

- Compute tax and prepare tax returns
- Audit Financial transaction and prepare financial statements (P&L, Cash flow statement, Daily report etc..)
- Monitor and track HR department expenses, post and process journal entries
- Follow up with supplier regarding invoices, PO's and statement of accounts for key suppliers and provide supplier's figure and status of payment
- Assisting the senior accounting staff members with various tasks, including budgets.

ASSISTANT ACCOUNTANT
F MART RETAIL / DUBAI / AUG 2018 - JAN 2021

F Mart is a one-stop supermarket chain that aims to offer customer a wide range of basic home and personal products under one roof. This supermarket chain consists of 20 outlets overall UAE. The company has a customer service space with more than 300 employees providing products and services to the customer's satisfactory level.

- Maintaining day-to-day accounts, post and process journal entries to ensure all business transactions are recorded.
- Completing financial reports on a regular basis and providing information to the finance team.
- Provided administrate support by providing necessary documents for preparing payroll and distribute salaries to employees.
- Coordinate with HR Department with respect to the staff's visa expenses and other employee related expenses
- Co-ordinating internal and external audits
- Verifying balances in the account book and rectifying discrepancies.
- Assisting the accounts payable for follow up with supplier regarding documents for key suppliers for reconciliation.
- Verifying bank deposits and completing bank reconciliation.
- Processing business expenses
- Research and resolve invoice discrepancies and issues
- Prepare and perform check runs, post transaction to journals, ledgers and other records, reconcile accounts payable & receivable transaction
- Maintain vendor files , correspond with vendors and respond to enquires and maintaining good relation with supplier

ASSISTANT ACCOUNTANT
GURFATEH TRANSPORT LLC / DUBAI / FEB 2018 - JUL 2018

Gurfateh Transport is situated in Dubai that aims at providing transport benefits to all their travelers throughout the entire UAE providing world class services to the customers. The team consists of more than 30 employees and 50 vehicles to assist the customers in achieving the objectives.

- Assemble, review and verify invoices, resolve invoice discrepancies and upload the data into the system.
- Preparing monthly and daily invoices by coordinating with the sales and operation staff
- Maintain vendor files, coordinating with the supplier and issue cheque for all accounts due
- Follow up with customers for the payment and providing financial assistance.
- Monitor all the income and expenses, daily recordings financial transactions
- General office management
- Answering incoming calls, taking messages and redirecting calls as required, dealing with email enquires from customers & suppliers