



Eldho Mathew

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Profile:

A hardworking and experienced Senior Accountant with 10 years experience in MNC in Dubai, seeking to take up another challenging opportunity.

Key Skills & Attributes:

- Proficient in Tally, Microsoft Dynamics AX, MS Excel, and custom software.
- Strong financial reporting, reconciliation, and compliance expertise.
- Skilled in payroll processing, fund management, and financial analysis.
- Excellent communication, leadership, and team coordination abilities.
- Adaptable, proactive, and detail-oriented with a focus on continuous improvement.

Summary of Qualifications:

- Post Graduate Diploma in Computer Applications (C-DAC)
 - B.Com, M.G. University
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Work Experience:

LuLu International Exchange, UAE (LuLu Group)

Accounts Officer (Dec 2024 – Present)

- Prepared VAT data, ensuring compliance with tax regulations and timely filing of tax returns.
- Managed general ledger activities, journal entries, month-end close, and FS preparation (TB, P&L).
- Provided daily/monthly MIS reports, including budget-to-actual and variance analysis.
- Coordinated with external auditors, resolving discrepancies and providing documentation.
- Handled accounts payable and receivable, ensuring timely payments and reconciliations.
- Prepared payroll and initiated salary processing through WPS.
- Conducted financial analysis to identify trends, variances, and opportunities for improvement.
- Managed global fund transfers and ensured accurate funding to corresponding banks.
- Supported financial planning, cost reduction, and administrative tasks.

Pearl Data Direct LLC, India (LuLu Group)

Team Leader – Accounts (Sep 2022 – Nov 2024)

- Led a team, allocating tasks and coordinating with GCC teams (UAE, Oman, Kuwait, Bahrain, Qatar).
- Supported GCC accounts teams in month-end/year-end closing, internal/external audits, budgeting, and reconciliations.

LuLu International Exchange, UAE (LuLu Group)

Accounts Officer (May 2014 – Aug 2022)

- Managed global fund transfers, ensuring accurate and timely funding to corresponding banks.
- Oversaw payroll activities, including final settlements, pension payments, and claims.
- Prepared monthly Profit & Loss (P&L) reports and maintained IFRS 16 schedules.
- Conducted reconciliations, including debtor, WPS, and bank reconciliations.
- Coordinated with external auditors and prepared consolidated statutory accounts.

Team Leader – WPS (Mar 2012 – Mar 2014)

- Led a team, assigning tasks and coordinating with the UAE team for smooth operations.
- Prepared payroll for UAE-based clients, ensuring compliance with local regulations.
- Uploaded payroll data to the Central Bank of UAE portal and resolved discrepancies.

MapMyIndia CE Info Systems (Pvt.) Ltd, India

GIS Engineer (Jan 2011 – Dec 2012)

- Performed vectorization of digital data and conducted quality checks to ensure accuracy.
- Analyzed final output to verify completeness and correctness of processed data.

Chartered Accountant Firm, India

Auditing Assistant (Mar 2008 – Dec 2010)

- Audited Day Book, Ledgers, Financial Statements, and other accounting records.
- Conducted bank reconciliations and assisted in bank audits.

Postal Department, Government of India

Branch Postmaster (Jan 2007 – Feb 2008)

- Managed branch operations, including savings accounts, recurring deposits, and postal life insurance policies.
 - Prepared and maintained daybook records and financial reports.
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