

SUBHASH KUMAR

SENIOR ACCOUNTANT



📍 DUBAI

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🚗 UAE Driving License

PROFILE INFO

A dedicated and detail-oriented Accountant with a strong foundation in financial management and reporting. With expertise in preparing financial statements, managing accounts, and ensuring compliance with regulatory standards, delivering accurate and timely results. Known for analytical thinking and a methodical approach, excels at handling day-to-day accounting tasks, reconciling accounts, and assisting in budgeting and forecasting. Committed to helping organizations maintain financial integrity and achieve their business objectives through efficient accounting practices.

EXPERIENCE

■ 2008 - PRESENT

ARABTEC ENGINEERING SERVICES L.L.C, Dubai
Senior Accountant

- Overseeing the accurate and timely processing of vendor invoices, ensuring all payments align with company policies and contractual terms.
- Managing supplier relationships, verifying purchase orders, and coordinating payment schedules to optimize cash flow.
- Reconciling accounts, Resolving discrepancies, and ensuring proper documentation for audits and compliance.
- Providing assistance to process payroll of the employees after ensuring that the proper policies of the company regarding payroll have been followed.
- Management and reconciliation of petty cash, ensuring proper tracking, authorization, and documentation of all minor expenditures.
- Overseeing and providing assistance to prepare final accounts in accordance with IFRS.

■ 2004 - 2007

NATIONAL FOOD PRODUCT COMPANY, Abu Dhabi
ACCOUNTANT (Lacnor Division)

- Managing day to day accounting activities of Lacnor in:
 - Payables and receivables
 - Inventory
 - Reporting to accounts and group accounts manager
- Reconciliation of inter group company accounts, cash and bank accounts.

EDUCATION

Bachelor of Commerce

Mahantma Gandhi University, INDIA

Diploma in Computer Application

Type writing – English Lower

SKILLS

- E- Promise Accounting Package
- JD Edwards/ People Soft (4 yrs experience)
- Accounting package Tally 7.2
- MS Office
- Knowledge of Internet &
- Processing good Typing speed in English
- 🗣 Good Communication skills
- 🗣 Ability to Hard work

LANGUAGES

- English
- Hindi
- Malayalam

■ **2002 - 2004**

Switcher Quality Textiles Limited, Mumbai

- Supervising the day to day accounting activities.
- Reconciliation of bank, supplier and client accounts.
- Assisting the chief accountant in tax (CST).

■ **1998 - 2002**

M.D.D Nampoothiry & Co. , Kerala, India

- Assisting the Chartered accountant in auditing, filing of income tax returns, corporate tax returns, etc.

REFERENCE

John Mathew

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Faizan Hashmi

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