

# SARATH DAS

## ACCOUNTS OFFICER

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### Profile

Detail-oriented and results-driven Accounts Officer with over 8 years of experience in financial reporting, treasury operations, and regulatory compliance. Proven expertise in submitting accurate and timely reports to the regulatory including Final Accounts. Skilled in preparing management income statements, overseeing day-to-day banking and treasury functions, and ensuring compliance with international accounting standards.

### Work Experience

#### Accounts Officer

Trust Exchange Co. WLL, Doha, Qatar

2022 - Present

2 Year

- Responsible for preparing and submitting monthly/quarterly/annually Qatar Central Bank (QCB) reports
- Prepare monthly management income statement and other MIS reports to senior management for decision making
- Oversee daily treasury operations, ensuring optimum cash management and fund flow within branches and bank accounts
- Reconcile bank accounts, nostro accounts, and remittance partner settlements on a daily and monthly basis.
- Ensure compliance with QCB guidelines applicable to exchange houses and maintain accurate financial documentation for regulatory inspections.
- Supervise the accounts team and ensure accuracy in day-to-day accounting activities including journal entries, AP/AR, and GL management.
- Budgeting and forecasting.

#### Accounts Officer

Lulu Exchange Co. WLL, Doha, Qatar

2018 - 2022

5 Years

- Responsible for preparing and submitting all monthly/quarterly/annually Qatar Central Bank (QCB) reports
- Played a key role in preparing and reviewing monthly management reports, branch profitability statements, and operational performance summaries.
- Supervised an accountant and provided guidance on monthly closing, journal entries, and compliance documentation.
- Coordinated with treasury and operations teams to manage fund requirements and cash flow.
- Assisted in the preparation of monthly trial balances, income summaries, and branch-level expense tracking financial documentation for regulatory inspections.

**Lulu Forex Pvt Ltd**  
**Operations Executive**

**2016- 2017**  
**2 Year**

- Reconcile bank statements and ensure timely resolution of discrepancies
- Record daily transactions and prepare journal entries
- Tracked and reconciled daily cash flow and currency positions to maintain liquidity.
- Collaborated with internal departments, accounting, compliance to ensure accurate financial reporting and audit.

**M/s Accounts Accounting Contractors, Kochi, India**  
**Accountant**

**2014- 2016**  
**2 Year**

- Prepared financial statements such as balance sheets, income statements, and cash flow reports in compliance with accounting standards.
- Managed accounts payable and receivable, invoicing, payment processing, and record-keeping.
- Performed general ledger reconciliations to maintain the accuracy and completeness of financial data.
- Ensured compliance with tax regulations and assisting with tax audits.

## Education & Certification

- **Master's in Business Administration- Finance**  
Periyar University, India
- **Bachelor of Science**  
Calicut University, Kerala India

## Skills

- Regulatory Compliance & Reporting
- Treasury Operations & Cash Flow Management
- Financial Statements & Management Reporting
- Monthly/Yearly Balance Sheet
- Income Statement Preparation
- Bank Reconciliations & Fund Allocation
- MIS Reporting for Senior Management
- Audit Coordination

## Language

- **English**  Fluent
- **Hindi**  Proficient
- **Malayalam**  Native

## Address & Reference

**Local Address:** Zone 25, Street 970, Bldg 48, Flat 703, Doha, Qatar

**Home Address:** Moochikund House, Melmuri P.O, Malappuram-676517, Kerala

**Nationality & DOB:** India, 08/03/1990

**Passport Expiry:** 18/06/2032

**Reference:** Mr. Suresh BK, HR Manager, Trust Exchange Co. WLL, Qatar

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