

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 **2022 - Present**
2 Year
Trust Exchange Co. WLL, Doha, Qatar

- 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 **2018 - 2022**
5 Years
Lulu Exchange Co. WLL, Doha, Qatar

- 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

Skills

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

- 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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