

CURRICULUM VITAE



PUSHPITHA ARUN

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Brief Profile:

Accountant from India having more than **15(12 Years in U.A.E.)** experience in the areas of Finance /Accounts up to finalization/Auditing and Credit control.

Objective:

To work in Finance & Accounts focusing towards long term career with the employer and thereby contribute to success of the organization.

Areas of Strength:

- ❖ **Finance:** Finance Planning, Participating in Management Business Plans for achieving group's mission and objective and to conduct financial and technical analysis to ascertain the performance for achieving the target, also to prepare the required reports on critical issues with relevant studies.
- ❖ **Working Capital Management:** Setting up norms as working capital components, designing Management Information (MIS) formats to monitor and control the working capital requirements by monitoring debtor's collection, cash sales etc....
- ❖ **Budgeting & Budgetary Control:** Preparation of Master budgets and functional budgets and subsequent implementation and monitoring of budgeting with actual by variance analysis for management information and improvement.
- ❖ **Management Information System (MIS):** Designing, implementation and monitoring timely MIS Requirements & follow up and also to formulate activity report to access the performance. Graphic Presentation of data.
- ❖ **Procurement, Inventory Control & Cost Reduction :** Procurement from vendors, vendors development, interfacing with vendors for emend function, Material management function for proper and efficient timely procurement with Economic Order Quantity, inventory control and cost reduction without imparting the quality.
- ❖ **VAT implementation and Filing withFTA**

Professional Experience Summary:

More than 15 years experience in Finance Planning, preparing Cash flow & fund flow, MIS Reports, management accounting, finance and accounts, working capital management, credit control, banking transactions, Internal audit & internal control, Import and Export documentation, legal matters and administration. Participating in Management Business Plan of the group along with implementation responsibilities and Budgeting and budgetary control, creation of master budgets and financial budgets, implementing and monitoring budgets, analyzing variances with actual and inform corrective action to the management.

Previous Employers

1. **PAN UNITED OIL INDUSTRIES FZ LLC - Position: Head of Finance and HR- Since. November 2013 till April 2018 ,Reporting to: General Manager , Software Exposure. Tally ERP.**
2. **DUBAI LADIES CLUB (Part of DWE Govt of Dubai)- Position -Temp.Accountant .Since Nov-2011 till Jan-2013.Reporting to Finance Manager ,Software Exposure : Exact .**

UNISAFE FIRE PROTECTION SPECIALISTS L.L.C(A joint venture of Zicom Electronic Security Systems Ltd India; is recognized as one of the leading companies in Fire Protection Systems, Located in U.A.E. with its head office in Dubai and branch offices in Abu Dhabi, Sharjah, Ajman & Qatar.)

Position: Chief Accountant since November 2008 till 31st Jan, 2011. Software exposure -Focus Reporting to: General Manager Finance & Admin.

Nature of Exposure

- ❖ MIS Reporting.
- ❖ Credit Control, debtor's reconciliation, daily collection report...

- ❖ Bank Reconciliation.
- ❖ Liaising with our major clients like ETA, Voltas limited, Conspel Emirates L.L.C, J&P ,Al Dar etc For Advance payments, interim payments, pending payments and LCs, etc....
- ❖ Liaising with banks for Guarantees, LCs, discounting, term loans etc...
- ❖ Liaise with Bank for new facility, Opening of L/C (import& export), Guarantees etc.
- ❖ Liaising with Vendors for credit facility expansion, emend function etc.
- ❖ Credit Control, debtor's reconciliation, daily collection report...
- ❖ Payroll processing under WPS.
- ❖ Accounts Payables and receivables.
- ❖ Petty Cash Handling.

PRINTMASTERS- SALEH BIN LAHEJ GROUP (Advertising & Marketing Co.)

(Position: Accountant. Period: December 2004 to November 2008 Software exposure. Peachtree)

Nature of Exposures:

- ❖ Reporting to General Manager and Group Financial Controller.
- ❖ Head of Accounting Package implementation from the user end.
- ❖ Overall responsibility of the financial Management such as Cash-Management ,Billing, Book keeping,
- ❖ Accounts Receivables and Accounts Payable.
- ❖ Handling of Petty cash and the submission of Petty cash claims.
- ❖ Payroll Processing and Preparation of Salary schedules.
- ❖ Preparation of policies and procedures in order to put strict control over Accounts Receivable.
- ❖ Controlling day today Banking Transactions and Bank Reconciliation.
- ❖ Maintain and Update Financial records of the company.
- ❖ MIS Reporting such as monthly Profit and Loss Account, Sales Statistics Analysis, Cash Flow Statements.
- ❖ Effective management of working capital and forecasting Sales and P&L.
- ❖ Master and Functional Budgets / Financial Budgets.
- ❖ Hands on experience on Import and L/C's, supervising the Logistic activities of the company.
- ❖ Co –Ordination with Personnel Department for Visa & other Immigration matters.
- ❖ Liaison with Bank, External Auditors, Insurance Brokers, Project Customers etc
- ❖ Responsible for the preparation of Schedules of prepaid expenses, provisions, Fixed Assets and Depreciation.
- ❖ Interim and Year end Finalization works in order to liaise with External Auditors.

MANAPPURAM GENERAL FINANCE & LEASING Ltd. Trichur, KERALA. INDIA

(Position: Senior Assistant, Period: September 25, 2003 to October 30, 2004)

Nature of Exposures:

- ❖ Reporting to the Branch Manager.
- ❖ Inter branch and Interbank transactions.
- ❖ Reconciliation of Branch accounts with Head office Accounts and Bank accounts.
- ❖ Preparation of Loan papers and Deposit Vouchers.
- ❖ Experience in gold

CHEMIND CHEMICALS, Calicut, Kerala, INDIA.

(Position: Accountant. Period: December, 2001 to September, 2003)

Nature of Exposure:

- ❖ Reporting to Chief Accountant with exposure in Accounting Package Tally.
- ❖ Monthly MIS Report such as P&L Account, Weekly/monthly Sales Analysis Report to the Management.
- ❖ Evaluate & Report to the Management for Physical Stock Variance with Book Stock.(Mainly ,chemicals & Pharmaceuticals items)

- ❖ Pay roll preparation.
- ❖ Involved in Cash Flow Budget.
- ❖ Year end Finalization works in order to liaise with External Auditors.
- ❖ Liaise with Bank for new facility, Opening of L/C, Docs. Clearing against Guarantee etc.
- ❖ Preparation of Quarterly Balance Sheet.
- ❖ Preparation of Projected Income Statement & Balance Sheet and Budget for the next year.
- ❖ Comparison of Projected Figures with Actual Figures and Variance Analysis.
- ❖ Co-ordination with the Stock Auditors, Internal Auditors & Statutory Auditors of the Company.
- ❖ Reconciliation of Bank Accounts.
- ❖ Liaising with the Bank for Over Draft Facility, Packing Credit Facility and Bills Discounting facility.
- ❖ Liaising with Sales Tax and Income Tax department for Filing of Returns.
- ❖ Preparation of Final Accounts.

T.P.TIMOTHY & Co, Chartered Accountants, Calicut, Kerala, INDIA.

(Position: Articled Clerk, Period: November 10, 1997 to November 10, 2000)

Nature of Exposure

- ❖ Finalization of Accounts for various clients independently.
- ❖ Auditing of Scheduled Banks Accounts, Trading & non Trading Concerns, Companies Accounts, Contracting Companies and Service Concerns.
- ❖ Actively involved in Bank Audit & Taxation work.
- ❖ Involved in finalization of Year end statutory audit of various clients.
- ❖ Acted as Internal auditor for various clients.
- ❖ Involved in Stock audits and Reconciliation of Stocks.
- ❖ Preparation of Audit Reports for various clients.
- ❖ Preparation of Projected Financial Statements for various clients.

Educational Qualifications:

- ❖ **3Years Articleship** training from Institute of Chartered Accountants of India.
- ❖ **M.Com** Completed from Calicut University.
- ❖ **B.Com** from Calicut University.

Technical Qualification:

- ❖ Peachtree 8.2
- ❖ Tally ERP 9
- ❖ Exact
- ❖ Quick books
- ❖ Focus
- ❖ Proficient in Ms Office & Ms excel.
- ❖ Diploma in Computer Applications
- ❖ Knowledge in LC Documentation

Personal Information:

Date of Birth : 20th March 1977
 Nationality : Indian
 Marital Status : Married
 Gender : Female
 Passport No : E8861273
 Languages Known : English, Hindi & Malayalam
 Driving License : Valid UAE Driving License

I hereby declare that all the particulars stated above are true and correct to the best of my knowledge and belief and nothing have been concealed therein.

(PUSHPITHA ARUN)