**Pradeepkumar V Nair.**

Mobile: +919975536376 ~ Email: [p](mailto:pnair1977@indiatimes.com)kvnair1977@gmail.com

Key Role ~ Accounts Executive

With over 9 years of experience in Accounts & Admin Operations

**EMPLOYMENT SCAN**

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Aug’2008 to till Dec’2016 Worked in Aromatic & Industrial Chemicals Pvt Ltd, Manufacturer of Bulk Drugs & Laboratory Chemicals as Accounts cum Administrative Overhead.

Role: **Accounts Executive cum Cashier /Administrative Overhead**

**Responsibilities**

• Processing payment requests of Suppliers

• To Handle and analyse all outstanding of Debtors by coordinating with concerned Dept.

• Issuing Debit Notes and relevantly passing Journal entries to finalize the receivables

• Preparing Monthly Reconciliation Statements regarding Debtors & Creditors

• Handling Petty Cash.

• Reconciliation of Bank Book and preparing monthly Bank Reconciliation Statements.

• Handling Pay-Roll of all employees in the organization.

• Maintaining Wages registers and updating leave planners of al employees

• Assisting for preparation of quarterly reviews and annual audits

• Vouching all the vouchers pertaining to Petty Cash.

• Administrating the day to day including data entry edit list

• Assisting to the Final Audits and Reporting to Finance Head.

**Accounts Payables:**

Scrutinizing, Co-ordination with different departments ensuring all the invoices of Suppliers are duly signed and as per the P.O before requisition for payments

Processing the payment request of suppliers

Maintaining Debtors statement on weekly basis

Dec’06-May’08 with “**EUROSTAR**” group of Companies U.A.E. prominent leader in the

Digital Satellite Industry branching out in to different industries such as Consumer

Electronics, IT & Telecom, Real Estate, construction, Logistics, couriers, integrated

Solutions, Channel & Entertainment Distribution and Business Processing Output.

Role

Accounts Executive cum Administrative Overhead

Responsibilities:

**Accounts Receivables:**

• Handling and analysing all outstanding’s of Debtors by coordinating with concerned

Departments.

• Maintaining Debtors statements on weekly basis and reporting to Head of Finance for

• Issuing Debit notes and relevantly passing Journal entries to finalize the receivables.

• Maintaining Weekly & Monthly Sales Report regarding Cash & Credit sales done by

various branches

**Accounts Payables:**

Scrutinizing, Co-ordination with different departments ensuring all the invoices of Suppliers are duly signed and as per the P.O before requisition for payments

Processing the payment request of suppliers

Maintaining Debtors statement on weekly basis and reporting to Head of Finance for MIS

Issuing Credit notes and relevantly passing the payment entries for the remittances made

to Suppliers

**Pay-Roll:**

Handling Pay-Roll of all employees in the organization

Maintaining Wages registers and updating leave planners of al employees in the

Organization

Preparation of Monthly salary sheets and issuing salaries to all employees

Preparing computation of Income Statements relating to tax.

Handling Petty cash.

**Audits:**

Assisting for preparation of quarterly reviews and annual audits.

To identify, research and solve problems according to established accounting principles.

Vouching all the vouchers pertaining to Petty Cash,

To complete reconciliation’s (bank, suppliers) Fixed Asset Register, process statements.

Statements of Reconciliation related to Bank & Cash on Monthly basis.

Preparing monthly Inventory statements for Bank Audits.

Assisting in Preparation of Statements of Accounts Quarterly, Half-Yearly & Yearly wise

Administering the day to day including data entry edit list verification list, General Ledgers

Assisting to the Final Audits and Reporting to Finance Head.

**Key Tools:**

Worked in ERP JDE Package for Accounting specialized in Sales and Finance Modules.

Proficient in Computer skills (Ms-Office and Accounting software packages) Analytical

Flexible and systematic at work.

**Commenced Career**

May’01 to Oct’06 with “**TEX-STYLES INTERNATIONAL**” a garment Export Firm Mumbai.

Role

**Accounts Executive cum Administrative Overhead**

**Responsibilities**

Maintaining Purchase, Sales, Debtors and Creditors Ledgers

Preparing Monthly Reconciliation statements regarding Debtors and Creditors

Handling Pay-Roll of all employees in the organization

Reconciliation of Bank Book and preparing monthly Bank Reconciliation Statements

Issuing Debit & Credit notes to Suppliers

Handling Petty Cash

Administering the day to day including data entry edit list verification list, General Ledgers

Assisting in the Audit Requirements

Issuing payments to Suppliers as per the P.O. approved duly signed by concerned departments

**ACADAMIA**

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Bachelor of Commerce from Mumbai University

**PERSONAL PROFILE**

Date of Birth : 11th July 1977

Languages Known : English, Hindi, Malayalam, and Tamil

Gender : Male

Marital Status : Married

Nationality : Indian

Permanent Address : Plot No 115, B-7, 2nd Floor, Rameshwar Darshan C.H.S

ShivGanga Nagar, Ambernath (E), Thane, Mumbai