



RENJITH CHANDRAN

FINANCIAL PROJECTS ACCOUNTANT

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- C-Ring Qatar, Qatar

SKILLS

- Economics
- Bank Reconciliations
- LC Preparations
- Fundamental Analyzing
- Inventory Management
- LTR Preparation
- Payroll & WPS Preparation
- Cashier Handling
- Auditing
- Reporting to the management

ABOUT ME

Dedicated and detail-oriented financial accountant with 9 years (Including 6 Years In Qatar) of experience in the field. Strong analytical skills and a solid understanding of financial accounting principles, as well as a proven ability to manage multiple projects simultaneously. Excellent communication and interpersonal skills, with a focus on building strong relationships with clients and colleagues. Adept at implementing accounting processes that improve efficiency and accuracy, and skilled in using accounting software, including QuickBooks, SAP, and Oracle. Proven track record of maintaining accurate financial records and providing accurate financial reports in a timely manner. Adept at identifying and resolving financial discrepancies and providing sound financial advice to clients. A proactive team player who is committed to providing exceptional service and contributing to the success of the organization.

WORK EXPERIENCE

Financial Projects Accountant
Lotus Trading & Contracting Co. / DOHA / May 2017 - Present

Continuing the 6 Year...

Managing Financial Records: Maintaining and managing the company's financial records. This includes bookkeeping, record-keeping, and maintaining financial ledgers. (Once receiving the invoice from the supplier-check the same with delivery notes and LPO then send for approval after the approval recorded the same to the system)

Creating Financial Reports: responsible for developing and presenting financial reports that are accurate and up-to-date. These reports may include balance sheets, income statements, and cash flow statements over submitting the project-wise performance analysis report and another report for helping the management decisions.

Budgeting and Forecasting: creating budgets and financial forecasts for the construction company. This may include forecasting revenue and expenses, preparing financial models, and monitoring actual results against the budget.

Tax Compliance: ensuring the construction company complies with all tax regulations in Qatar. This may include preparing and submitting tax returns, keeping track of tax payments, and ensuring the company follows appropriate tax laws and regulations.

Financial Analysis: analyzing financial data to help the company make better financial decisions. This may include analyzing Financial trends, identifying cost-saving opportunities, and creating financial models.

Managing Payroll: responsible for managing the payroll of the company (Labours) calculating overtime and other benefits with the help of an accounting system and preparing the final report on a time base and submit to the management for approval. once it's approved by the management. initiated to report the data to WPS format for bank purposes and transfer the data to Finance Advisor.

LC Preparation: Responsible to prepare LC Documents and co-ordinate with the opposite party to ensure the LC documents are processed without any discrepancies from the bank.

Handling the Cashier Room:- if the cashier is on vacation I am responsible to handle the cashier room and maintain the main office petty cash and submit the daily report to the reporting manager (cashier report)

LANGUAGES

English

Malayalam

Hindi

Tamil

PERSONAL DETAILS

Date of birth

10-04-1993

Nationality

Indian

Visa status

Residential

Marital status

Married

HOBBIES

Travelling, Reading, Team Sports,
Cooking

LTR preparations: LTR preparation. Transfer the bank facility money to our business parties.

Clearing the Accounts Receivables:- Follow up on the payments and coordinate with the parties (Reconciling the Customer Ledgers).

Accounts Payable:- Reconcile the Ledger Accounts and maintain payment Terms. and utilising the maximum credit facilities.

Final Settlement:-Prepare the Final Settlement of the Account (For Labours)

Note:-This Is related to one of my colleague's duties if he is on vacation I am responsible for preparing the same.

Auditing: Responsible for auditing the company's financial statements to ensure accuracy and compliance with local regulations.

Assisting the Finance manager With the Final Account Preparation and analysis of the company performance with the help of fundamental and ratio parameters.

Project Receivable (Direct Revenue): Lotus is a construction company and so direct revenue from the operation is recorded and verified by me. (Recording the Approved Valuation Certificate and maintaining the Excel sheet for the performance of the project).

Project Retention Update and Follow-Up:- Most of all projects have Receivable retention. maintain the ledger and report to the manager.

sub-contractors Payable:- As a Construction Company Lotus Have A lot of Subcontractors for each project and I am responsible to Verify the payment certificate and recording that as per the payment certificate. & Monitor maintains the Retention account and Advance payment account.

ACCOUNTANT

Big B Traders / Kollam,Kerala,INDIA / Jun 2016 - Apr 2017

Maintaining financial records: responsible for maintaining accurate financial records of the company, including bookkeeping, and preparing balance sheets, income statements, and cash flow statements. responsible for reconciling bank accounts and maintaining records of accounts payable and accounts receivable.

Managing accounts payable and receivable: responsible for managing the company's accounts payable and receivable, which includes processing invoices, issuing payments, and collecting payments from customers.

Preparing financial reports: responsible for preparing financial reports for the company's management team, including monthly, quarterly, and annual financial reports.

Payroll management: responsible for managing the company's payroll, including calculating employee salaries, taxes, and deductions, and ensuring that all employees are paid accurately and on time.

Compliance with tax laws: responsible for ensuring that the company complies with all applicable tax laws and regulations. This includes calculating and remitting taxes, filing tax returns, and maintaining all tax-related records.

Budgeting and forecasting: responsible for developing and maintaining the company's budget and forecasting future financial performance. This will help the management team make informed decisions regarding the company's future financial plans.

Advising management: responsible for advising the management team on financial matters, including providing guidance on financial strategy, identifying financial risks, and recommending solutions to financial problems.

AUDIT OFFICER

Karthik and Sunil CA Firm / Coimbatore,INDIA / Feb 2015 - May 2016

Preparing financial statements: responsible for preparing the financial statements of the client company. This includes balance sheets, income statements, and cash flow statements.

Conducting audit procedures: responsible for conducting audit procedures in accordance with the relevant auditing standards. This includes verifying the accuracy of financial information, ensuring compliance with applicable laws and regulations, and identifying any areas of concern.

Identifying areas for improvement: responsible for identifying areas for improvement in the client's financial reporting process. This could include improving internal controls, identifying areas of potential risk, and recommending changes to the client's accounting policies.

Providing advice and guidance: responsible for providing advice and guidance to the client on financial matters.

Communication with stakeholders: responsible for communicating the results of the audit to the client's management team and stakeholders.

Compliance with auditing standards: responsible for ensuring compliance with the relevant auditing standards, including the International Standards on Auditing (ISAs) and the Institute of Chartered Accountants of India (ICAI) guidelines.

Conducting follow-up work: responsible for conducting follow-up work to ensure that the client has implemented any recommendations made during the audit process.

EDUCATION

Bachelor

Kerala University / Kerala,India / 2013

As a B.Com graduate from the University of Kerala in India, I have gained a solid foundation in business and accounting principles, as well as practical experience in various aspects of finance, taxation, auditing, and commerce. Through my coursework and internships, I have developed strong analytical, problem-solving, and communication skills, as well as proficiency in using accounting software and tools.

My studies in financial accounting, management accounting, auditing, taxation, economics, and business law have equipped me with a comprehensive understanding of financial reporting and analysis, budgeting and forecasting, cost accounting, tax laws and regulations, and corporate governance. I have also developed my research and presentation skills by conducting independent research projects and delivering presentations on various business topics.

Additionally, my internships at leading accounting and financial firms have given me hands-on experience in preparing financial statements, maintaining accounting records, assisting in audits, and analyzing financial data. I am proficient in using accounting software such as Tally, QuickBooks, and MS Excel, and I have a keen eye for detail and accuracy in financial reporting.

Overall, my education and experience as a B.Com graduate from the University of Kerala have prepared me for a career in accounting, finance, or related fields, and I am eager to apply my skills and knowledge to contribute to the success of an organization.

Higher National Diploma

DIFA-Diploma In Foreign Accounts / 2015

A Diploma in Foreign Accounting from G-Tec Education is a comprehensive program designed to provide individuals with a strong foundation in international accounting principles and practices. The program includes coursework in financial accounting, managerial accounting, cost accounting, and taxation, among other areas.

Upon completion of the program, I receive an International Certificate, which is recognized worldwide as a mark of excellence in foreign accounting education. This certification

demonstrates My proficiency in accounting principles and practices relevant to multinational corporations and organizations.

Undergraduate

Plus Two / Kollam,kerala,india / 2015

Plus Two Commerce is a secondary education program offered by the Government Higher Secondary School (G.H.S.S.) under the University of Kerala in India. This program is designed to provide students with a strong foundation in Finance, including subjects such as accounting, economics, business studies, and computer applications.

The Plus Two Commerce program emphasizes practical skills and knowledge that are essential for pursuing higher education or employment in the fields of accounting, nance, and business. Students who complete this program develop a range of valuable skills, including critical thinking, problem-solving, communication, and teamwork.

Accounting Software

G-Tec Education / INDIA / 2014

I successfully completed the Tally ERP9 certification program, demonstrating proficiency in using Tally's accounting software for financial management and reporting. Through this program, I gained knowledge and practical skills in accounting principles, bookkeeping, inventory management, payroll processing, and other related functions. Proficient in using Tally ERP9 to generate financial reports, balance sheets, and profit and loss statements. The certification program included hands-on training, practical exercises, and assessments to ensure mastery of Tally ERP9's features and capabilities.

Higher National Certificate

MS OFFICE ADVANCE CERTIFICATION / Doha-Qatar / 2018

Having an MS Office Advanced Certification from Doha, Qatar indicates a high level of proficiency in using the Microsoft Office Suite, which includes programs such as Word, Excel, PowerPoint, Outlook, complex documents, spreadsheets, presentations, managing email communication, and automated tasks using macros and other advanced tools.

EXTRA-CURRICULAR ACTIVITIES

Knowledge and experience in the below software

Present

Tally ERP9 and Other Versions

Dac Easy

Quick Book

Peach Tree

Oracle.

