

Dhanesh Kuruvat

Email id: dhaneshkuruvat5454@gmail.com

Contact no: +971582567448



Career aspiration

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

Professional Profile

- Around **12+ years** of work experience in Accounting Rules and Software like TallyERP9, Peachtree, Dynamic AX ERP, Oracle Fusion, Global Bake, Sun system, and Oracle Micros etc.
- Excellent skills in using the Microsoft Office Updated Version like Advanced Excel, Word and Powerpoint
- Have excellent planning, analytical & problem solving skills.
- Strongly commercial with excellent communication and influencing skills.
- Energetic, Enthusiastic with great attention to details.
- Self-motivated comfortable in taking initiative & working independently
- A good communicator with ability to work in a team and work according to deadlines.

Career Summary

2nd Feb (2019- 10th April 2023) CHOCOMELT RESTAURANTS LLC (ALI-ALGHANIM & SONS KUWAITGROUP) (Ref: Mr. Fasil V, Operations manager, Mob:0505742144)

Role Handled:[General Accountant]

- Follow up and sort out the mismatches/Descrpancies, Vendor Reconciliation and Prepration of Chqs,Bank Transfers etc
- Releasing as per allotted funds and attend all queries from vendors
- Banking Support for fund movements
- Posting Utility Invoices(Water,Electricity,Chilled water) of all Locations and service,vendor invoices
- Receiving all claims from outlets and H.O/Review the claims and ensure approvals received from concerned dept.Heads/ Post necessary entries in the accounting system/Release the amount and ger acknowledgements/Tally the petty cash and close the books daily and plan weekly petty cash requirement and small bills and arrange from the bank
- Monthly Bank Reconciliation
- Lease Rental Invoice Posting & Preparing Chqs/Communicating all the vendors regarding the payment status & releasing the payment according to fund status
- Month end P&L works and posting of various /Preparing Multi unit staff cost and allocation to various brands/Bank interest Posting & allocation monthly.
- Preparing the salary schedule through bank /cash & Posting (Payroll) and verify the cash advance and Other deductions /Preparing the leave salaries and Final settlements for employees(WPS)
- Ensure the AR invoices are generating and submitting to customers/Follow up the payments and ensure that all receivables are settling as per agreed terms/ Reconcile AR Account and sortout if any mismatches(Talabat,Careem,Deliveroo,Zomato,Eat Easy,Marketplace,Noon,Bilbayt etc)
- Prepare the schedule of input vat invoices of Inventory, Expenses and Sales invoice checks of Output Vat for file the Vat Annual return through FTA Site.



- Passing Monthly Provisions, Depreciation, prepaid Amortization entries, bank entries etc. for month end works
- Preparing monthly schedule for leave salary and indemnity, Prepaid schedules for Rent, AMC, insurance etc.
- Preparing Fixed Asset Schedule, Prepaid schedules and reports for year-end works and for audit purpose also
- Prepare Sales report, Credit card reconciliation with network international and Daily cash deposit
- Prepare Cash flow statement & Food costing and P&L and review with Finance manager
- HR works like Preparing Payroll attendance, leave form and other HR & Admin works
- I have been part of growth of this organization, started with two outlet and contributed till the organization grew to Five outlets and handled these outlets accounts independently as my **Achievement**.

1st April 2017- 31st Jan 2019 TABLEZ FOOD COMPANY LLC (LULU GROUP), ABUDHABI

Role Handled: [Account Executive]

- Receiving Invoices from Restaurants, Verify with GRN and Vendor Ledgers
- Follow up and sort out the mismatches/Descrpancies, Vendor Reconciliation and Prepration of Chqs
- Releasing as per allotted funds and attend all queries from vendors
- Banking Support for fund movements and Credit card generating/Posting
- Contracting Staff inv posting/Payment and Chq Prepration
- AMC Invoice Posting/Payment and Reconciliation
- Posting Utility Invoices(Water,Electricity,LPG,Chilled water) of all Locations/Payment as per fund allotement on priority wise
- Keep the inventory of gift vouchers/issue the gift/compliment vouchers as per requests and avail necessary approval from the finance and business heads
- Receiving all claims from outlets and H.O/Review the claims and ensure approvals received from concerned dept.Heads/ Post necessary entries in the accounting system/Release the amount and ger acknowledgements/Tally the petty cash and close the books daily and plan weekly petty cash requirement and small bills and arrange from the bank
- Received all capex invoice and account it in concerned location/departments/Prepare and release payments as per the agreed terms and availability of funds/Reconcile the payable accounts with contractor statement/Filing and keeping the documents in the safe custody
- Daily Bank Reconciliation and Fund status
- Rental Invoice Posting & Preparing Chqs/Communicating all the vendors regarding the payment status & releasing the payment according to fund status
- All international payment transfers for various brands
- Monthly Sales reporting to all tenants
- Month end P&L works and posting of various brands/Preparing Multi unit staff cost and allocation to various brands/Bank interest Posting & allocation monthly
- Preparing Standing instruction for vendors & other marketing expense where a fixed amount is been charged
- Royalty Invoice Receiving and Posting/Reconciliation/Store opening fee and franchise fee
- Etisalat Bill extracting and allocating to various employees
- Preparing the salary schedule through bank/cash & Posting (Payroll) and verify the cash advance and Other deductions /Preparing the leave salaries and Final settlements for employees.
- Other Payables like insurance/Drinking water/Marketing
- Ensure the AR invoices are generating and submitting to customers/Follow up the payments and ensure that all receivables are settling as per agreed terms/ Reconcile AR Account and sortout if any mismatches
- Dealing Calicut Note Book for making invoices to claim Vat recoverable and other transactions
- I have been part of growth of this organization, started with 25 outlets and contributed till the organization grew to 29 outlets.



7th Jun 2013 – 28th Feb 2017: Korfez Flour & Grain Trading, Saifzone, SHARJAH
(Wholesale & Retail Trading Of Dried Fruits, Nuts, Seeds etc)

Role Handled: [Accountant cum Admin]

- Prepare Sales Orders, Invoices, Passing Journal Entries of Receipt/Payment of cheque/cash & expense
- Daily checking the banking statement in online ensure cash/cheque deposits and withdrawal are correctly done
- Monthly reconcile banking statements of all bank accounts maintained; resolve any differences in a timely manner and Prepare Depreciation on Fixed Assets, Provisions and Monthly Prepare Sales Report, A/c Receivable & Payable Report etc. and Maintain Petty cash in Excel.
- Communicating to the customer by E-mail, phone & Visit for the collection of outstanding payment.
- Maintain Relationship with Customers and Suppliers Through Tele sales and for Purchase Products.
- Manage company Payroll activities in Tally like Labours, drivers advance salaries, overtime process.
- Know to prepare Authorization Letters, Quotation request, Quotation and LPO
- Keeping Stock in Tally, Excel & make Stock register, match with invoice daily & Make Daily Report.
- Make General Ledger Accounts and Also Prepare Profit and Loss Account and Balance Sheet and
- Cashflow Statement For Finalising the Accounts At the end of the year For Yearly Auditing.

2nd Jun 2010 – 28th Feb 2013: SUNSHINE INDANE GAS AGENCIES, KERALA (PROVIDING GAS AND PETROL SERVICES UNDER INDIAN OIL CORPORATION)

Role Handled: [Accountant cum Manager]

- Prepare Invoices, Delivery Notes, Goods Receipts, Payments, Journal Entries.
- Daily check the bank statement in online to ensure cash/cheque deposits and withdrawal are correctly done.
- Handling petty cash and correctly maintain in the excel sheet
- Possess excellent interpersonal, communication and organizational skills with proven abilities in analytics, training & development, customer relationship management and planning
- Manage company Labours, drivers advance salaries and their facilities.
- Visiting Customers For Cheque Collection.
- Visit New Customer For the demonstration of gas services (Marketing)
- Handling Daily Stock and Manage all Activities in office

Applications used

- Tally ERP 9, Peachtree, Quick book, Dynamic AX ERP, Global Bake, Sun system, Micros Oracle, (For Sales, Purchases and inventory etc.), Oracle Fusion etc.
- Microsoft Excel – Maintain Petty cash, Prepaid schedule, Supplier Age wise schedule, Fund Flow statement, P&L Account, Asset Register, Cash Flow Report etc.
- Microsoft Word/Outlook/Gmail – Prepare formal/Authorization letter to the Bank, Customers and Suppliers, Mail Purpose



useful
applications

noise

Scholastics



Course	University	Year of Passing
MBA	M.G University	June 2011
B Com	Kannur University	May 2007
Higher Secondary	Prathiba College	April 2004
X th	Durga Higher Secondary	April 2002

Personal Details

Visa Status - Visit Visa(join immediately)
 Driving License - License No:4042485 (Own car)
 E-Mail - dhaneshkuruvat5454@gmail.com
 Sex - Male
 Marital Status - Single
 Contact No. - 0582567448
 Languages - English/ Hindi/Malayalam/Tamil/Kannada
 Nationality - Indian
 Date of birth - 01/10/1986