



FAVAS EDAKKAZHI KADAVATH

SENIOR ACCOUNTS & FINANCE PROFESSIONAL

AP/AR Management | Financial Reporting & Compliance Specialist

Saudi Arabia

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[in Favas E Kadavath](#)

AP/AR Reconciliation and Workflow Management | VAT & WHT Compliance and Reporting | Fixed Asset Management and Depreciation in ERP | Budget Assistance and Cash Flow Optimization | Audit Coordination and Regulatory Compliance

- ✓ Migrated documentation to a cloud-based platform, lowering expenses, improving accessibility, and conserving management time.
- ✓ Established an efficient asset tagging system, improving the accuracy of asset tracking and guaranteeing compliance during audits.
- ✓ Revamped the vendor invoice verification process, significantly reducing errors and ensuring more reliable financial reporting.
 - ✓ Enhanced inventory management by instituting robust controls, ensuring precise tracking of spare parts.
- ✓ Provided key audit support, ensuring compliance with standards and minimizing discrepancies during external audits.

OVERVIEW

Experienced Accountant with **more than 10 years** of experience overseeing complete financial operations, focusing on accounts payable (AP), accounts receivable (AR), financial reporting, and tax compliance. Demonstrated skill in optimizing procedures, improving financial precision, and maintaining adherence to regulatory requirements, such as VAT, Withholding Tax (WHT), and local taxation regulations. Outstanding abilities in reconciliation (bank, vendor, supplier, and general ledger), cash flow oversight, and budget formulation, supporting better financial choices and operational effectiveness.

Skilled in overseeing fixed assets, establishing physical tagging methods, upkeeping asset registers, and carrying out depreciation in ERP platforms like Oracle JDE and SAP. Adept at working with cross-functional teams such as HR, procurement, and operations to enhance financial processes and attain strategic business objectives. Recognized for executing process enhancements, guaranteeing precision in financial dealings, and cultivating compliance-focused atmospheres. Recognized for outstanding communication, teamwork, analytical skills, and meticulousness, facilitating smooth coordination among departments and the accurate and principled execution of financial activities.

Personality Traits

- ✓ **Financially Savvy:** Utilizes extensive knowledge to examine intricate financial information, enhance procedures, and influence strategic results.
- ✓ **Compliance-Oriented:** Guarantees rigorous observance of tax laws and financial guidelines, reducing risks and upholding organizational integrity.
- ✓ **Process-Focused:** Proficient in creating and executing optimized workflows to improve effectiveness and precision throughout accounting operations.
- ✓ **Determined Leader:** Steers groups through complex financial obstacles with transparency and a focus on solutions.
- ✓ **Collaborative Partner:** Develops strategic connections among departments to synchronize financial practices with organizational goals.

SIGNATURE SKILLS

Accounts Payable & Receivable
 Fixed Asset Management
 Tax Compliance (VAT & WHT Filing)
 Audit Preparation & Support
 Payroll Management & Processing
 Balance Sheet Reconciliation
 Cloud-Based Document Management

Vendor & Customer Reconciliation
 Depreciation Accounting in ERP
 Financial Reporting & Analysis
 ERP Systems (Oracle JDE & SAP)
 Internal Control Development
 Advanced Excel for Financial Modeling
 Inter-Departmental Coordination

Bank Reconciliation Expertise
 Cash Flow Management
 Budget Preparation & Monitoring
 Petty Cash Management
 Inventory Optimization
 Compliance Documentation & Filing
 Process Improvement & Automation

KEY ATTRIBUTES

- **Expertise in Advanced Reconciliation:** Proficient in executing thorough reconciliations for accounts payable, accounts receivable, bank accounts, and fixed assets, guaranteeing financial precision and adherence to regulations.
- **VAT and Tax Compliance:** Skilled in overseeing VAT, Withholding Tax (WHT), and various tax-related procedures, guaranteeing prompt submissions and compliance with local tax regulations.
- **Comprehensive Financial Reporting:** Proficient in generating thorough monthly, quarterly, and yearly financial reports, such as aging reports, purchase reports, and financial statements.
- **Cross-Departmental Coordination:** Excellent skill in working together with HR, procurement, and various other departments to improve financial processes like payroll, vendor management, and payments.
- **ERP and Accounting Software Expertise:** In-depth understanding of ERP systems (Oracle JDE, SAP) and accounting software (Tally), facilitating effective financial management, reporting, and data analysis.

April 2024 – Present | Datum Innovation, Dammam, Saudi Arabia | Accounting Consultant – Freelance Assignment

Providing comprehensive accounting support to clients, including managing financial transactions, reconciling accounts, and assisting with tax preparation and financial reporting as required.

Significant Highlights

- Trained client accountants and cashiers to efficiently use advanced accounting software, boosting productivity.
- Led the preparation and submission of quarterly VAT filings for 15 entities, guaranteeing adherence to regulatory standards.
- Enhanced inventory documentation by detecting inconsistencies and applying precise system adjustments, elevating operational precision.

March 2022 – March 2024 | Ravago Middle East Co., Al Jubail, Saudi Arabia | General Accountant - Accounts Payable

Role: Oversaw accounts payable (AP) operations, guaranteeing prompt and precise payments while adhering to regulatory requirements. Worked with cross-functional teams to assist in financial reporting, budgeting, and auditing processes.

Significant Highlights

- Confirmed invoices with purchase orders, guaranteeing precision and compliance with terms.
- Optimized AP booking and payment procedures, enhancing operational effectiveness.
- Prepared and delivered VAT, Customs, and Withholding Tax reports on time.
- Facilitated prompt payments for AP, MOI, SADDAD, and WPS, guaranteeing adherence to regulatory obligations.
- Aligned spare parts inventory and financial documentation via monthly cross-department meetings.
- Created comprehensive monthly purchasing and aging reports, improving financial clarity.
- Performed monthly reconciliations of bank and supplier accounts to ensure precise record-keeping.
- Established a fixed asset labeling system and upheld the fixed asset register for audit preparedness.
- Coordinated payments concerning government, employee, and insurance issues in partnership with HR and Administration.
- Engaged in annual stocktaking audits, making sure they corresponded with external audit procedures.
- Mentored junior employees in AP operations, fostering process enhancement and skill growth.

December 2015 – August 2021 | Mohammed Al Othman Travel & Tours Co. | Al Khobar, KSA | Accountant

Role: Managed accounts receivable (AR) and accounts payable (AP) functions, guaranteeing prompt invoicing, reconciliations, and payments in accordance with company regulations. Collaborated with HR and finance departments to oversee employee accounts, monthly timesheets, and legal payments.

Significant Highlights

- statements, aging assessments, and VAT filings, guaranteeing precision in reporting and adherence to regulations.
- Issued accounts receivable invoices quickly, enhancing billing procedures and minimizing hold-ups.
- Performed AR reconciliations and oversaw credit note and refund procedures, guaranteeing complete accuracy.
- Kept accurate documentation for customer payments and ensured prompt cheque collections and distributions.
- Performed monthly reconciliations for bank, petty cash, and vendor accounts, improving financial precision.
- Conducted weekly internal audits of pre-payment processes for supplier payments, enhancing payment precision.
- Oversaw fixed asset management, involving physical checks and keeping a comprehensive asset registry.
- Timely submitted VAT reports to the VAT department, guaranteeing complete regulatory adherence.
- Worked alongside the General Manager and department leaders to create operational policies and enhance strategies.

April 2013 – May 2015 | Crescent Hardware and Steel Co., Kerala, India | Accountant

- Bachelor of Commerce (B.Com.) | University of Calicut, Kerala, India | April 2008 – June 2011

Professional Development – Certifications & Trainings

SAP FI Certification, 2015 | Tally ERP Certification, 2015 | Microsoft Office Suite Training, 2015

IT SKILLS: Proficient in ERP systems (Oracle JDE, SAP), accounting software (Tally, Travel Dynamics Plus), and Microsoft Office Suite (Excel - Advanced, Word, PowerPoint), with expertise in email communication using Microsoft Outlook.

Date of Birth: May 17th, 1990 | **Nationality:** Indian | **Visa:** Transferable | **Languages Known:** English, Hindi, and Malayalam | **Driving License:** Saudi Arabia