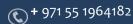


#### **CONTACTS**:







sandyhari1985@gmail.com

#### **KEY COMPETENCIES:**

- Business Risk Management
- Invesment management
- Data management
- Research Analyst
- Financial Management
- Data management
- Conflict Management & **Negotiation Skills**
- Management Process & Organization Behavior,
- Operation Management
- Supply Chain Management
- Mathematics
- Purchase & Stocks
- New Technology
- Auditing

# SANDEEP HARIDASAN

#### FINANCE & ACCOUNTS PROFESSIONAL | FINANCIAL PLANNING & MIS ANALYSIS

#### **CAREER SUMMARY**

- Competent and experienced professional with a proven track on Administrative Assisting and Report Analysis over 10 years in Financial, Hospitality, Retail, KPO & IT sectors.
- Highly-focused accounting professional with proven record of successfully leading management, integration, review, and reporting of critical financial information to support strategic financial and business decision making.
- Detail-oriented and analytical with talent for research and assessment of complex financial records, financial statement preparation, MIS Report and analysis, budget planning, forecasting and variance resolution.
- Skilled in supporting efficiency and producti vity through evaluation and improvement of operational procedures and best practices.
- Expert in End-to-End Accounts Payable processes in Hospitality industry and FMCG environment. Capable of daily extensive invoice processing over ERP and Cloud HRM & Payroll Systems.
- Efficient leadership & people management Skills in planning, prioritizing, scheduling & monitoring while motivating, mentoring, proactive resolution and skill upgrade of the team for performance excellence.

#### **PROFESSIONAL EXPERIENCE**

\* ACCOUNTANT (Payables, Receivables, Payroll & MIS Reporting) DEC 2013 – Date

#### Rotana Hotel Management Corp, Dubai, UAE

#### Job Responsibilities:

- Performing general accounting functions including bank reconciliation, coding of transactions, expense accruals, prepayments amortization, reviewing invoices (PO & non-PO based) and payment disbursement.
- Manage Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- VAT reconciliation and filing returns: Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Report to management regarding the finances of establishment.
- Establish tables of accounts, and assign entries to proper accounts.
- Develop, maintain, & analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Assisting Finance Manager with general ledger, journal postings and month financial statements.

#### **TECHNICAL SKILLS:**

- Sun Accounting System (ERP Infor)
- Oasis & Sky Bayan
   Cloud HRM & Payroll
   System
- Oracle PeopleSoft (ERP)
- Citrix

#### **KEY STRENGTHS:**

- Interpersonal Skills
- Excellent Communication
- Leadership Skills
- Planning Skills
- Management Skills

### **PERSONAL DETAILS:**

- Nationality: India
- Marital Status: Married
- Visa Status : **Employment**
- Date of Birth: 1985

#### \* BILLING & PROCESS ASSOCIATE

AUG 2013 - DEC 2013

# Etech Inc., India (Industry KPO/IT) Job Responsibilities:

- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Implement company policies, technical procedures and standards for preserving the integrity and security of data, reports and access.
- Handle customer complaints and billing enquiries with the highest degree of courtesy and professionalism to resolve customer issues.
- Survey operations to ascertain business needs and to recommend, develop, and maintain solutions to business and financial problems.
- Advise management about issues such as resource utilization, customer retention strategies & effective resolution.

#### \* OPERATIONS EXECUTIVE

NOV 2012 - APR 2013

# Target Corporation, India (Industry KPO/Retail)

#### Job Responsibilities:

- Audited and updated incoming HR documents ensuring that each is complete.
- Utilized the online resources and process pages for fast and accurate information regarding job functions and procedural changes.
- Maintained performance standards in quality of service.
- After verification sent the documents back to the HR department in the US.
- Maintain Accounts Admin Responsibilities, like making chart of accounts, Items Codes, pass the entries of Opening balances Vouchers and design user log in rights etc.

#### **EDUCATION**

#### **BA** (Economics), IGNOU, New Delhi

June 2007 – June 2012

- Courses
- MS Office Suite, A+, N+ & MCTS, IIHT (July 2009 April 2010)
- Advance Excel, Udemy (December 2019 April 2021)

#### **AWARDS & RECOGNITION**

## \* EMPLOYEE OF THE MONTH (ROTANA GROUP)

• "Employee of the month" Achieved recognition for for Supervising the accounts department during company restructuring.

#### \* ULTIMATE TEAM PLAYER (ETECH INC.)-

 Awarded ultimate team player for meeting deadline and assisting/ supervising trainees and colleagues.