



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 productivity 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.

CONTACTS:

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DUBAI – UAE

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KEY COMPETENCIES:

- Business Risk Management
- Investment 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

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, Udemya (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.