



FAVAS EDAKKAZHI KADAVATH

ACCOUNTANT

Targeting assignments in Finance, Accounts/Payroll Operations with an organization of high repute

Location Preference: Saudi Arabia

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Key Skills

Finance & Accounts

AP, AR & GL Management

Reconciliation

Taxation (VAT)

Ageing Analysis

HR & Payroll Management

Admin Support

New System Implementation

IT Skills

- SAP
- ERPs: Tally, Travel Dynamics plus, Etask
- MS Office (Word, PowerPoint, & Excel)
- Advanced MS Excel (Short-Cut Keys, VLOOKUP, Pivot Table)
- Email Writing (Microsoft Outlook with advanced features & options)



Profile Summary

- **More than 7 years** of experience as **finance & accounting professional**
- Experience in managing Finance & Accounts functions with hands-on experience in **Accounts Payable/ Receivables, Audits, Account Reconciliation Process and GL**, thereby accomplishing organizational goals and objectives
- Resourceful in undertaking review of monthly expenses, aging analysis, payables management, journal accounting, payroll processing, vendor management, debtor management and invoicing activities
- Team player with good relationship building skills, strong communication and client relationship management capabilities.
- Worked on various ERP packages and Excellent Knowledge in MS Office.



Education

- **B.Com.** from Calicut University, India in **2011**



Career Details

2013 April - 2015 May



Crescent Hardware & Steel Co.

Since 2015 - 2021 August



Mohammed Al Othman Travel & Tours Agency Co.

Work Experience

Dec'15-Aug'21 with Mohammed Al Othman Travel & Tours Co., Al Khobar, KSA as Accountant

Key Result Areas:

- Ensure and approving invoices and send to customers.
- Process Credit note and allocate to Customer account or arrange payments based on verification and approval
- Prepare Receipt voucher as per receiving payment from customer through bank transfer or cheque
- Prepare bank/ cash reconciliations, supplier & customer reconciliations and ageing analysis
- Manage & develop customer and vendor relationship through regular follow-up & updates
- Initiate supplier payment and other payments through online Banking and prepare payment voucher
- Assist internal auditor for pre-payment audit of All Bank transfers to supplier
- Handle petty cash: Releasing payments, reconciliation on monthly basis and petty cash reimbursement as per company policy
- Assist for monthly VAT payment by preparing report and submitting to VAT department and initiate payment in Bank as per approval
- Control expense reimbursements of all employees as per group policy and record the accounting entries in books
- Employees account reconciliation and prepare employees earnings and deduction list
- Developed & maintained documents required for annual statutory audit like customers and suppliers balance confirmation certificates, bank confirmation certificate, employee's contracts and Payroll report etc.
- Prepare monthly timesheet and arrange HR approval
- Initiate Salary through WPS payment system as per HR approval
- Prepare utility bills, GOSI and MOI payments as per advice from HR
- Assist for yearly Internal and External audit
- Rendered support to Department manager & Gm in formulating operational policy
- Collaborate with the department head and GM in improving & executing strategies & processes in the areas of Accounting services and accomplishing corporate goals & profitability for the company

Apr'13-May'15 with Crescent Hardware & Steel Co., Kerala, India as Accountant

Key Result Areas:

- Worked with Accounting and Regulatory Policy Team to understand and interpret day-to-day accounting and regulatory reporting standard
- Processed Accounts Receivables & Payables and entered in the books of accounts
- Administered Payroll Preparation, Accounting and Tax Assessment
- Checking purchased Invoices and rectify the discrepancies. Recording/posting of Invoices in Accounting system
- Handling of statutory payments like excise duty, VAT and C Form payments
- Prepared C Form as per requirement and monthly VAT return
- Prepared payments twice in a month for the suppliers and forwarded the same for signature
- Debtors & Creditors Reconciliation on monthly basis or as per requirements and attended to their queries
- Issued invoices to customer and follow-up for the payment with collection team
- Record collections in respective accounts on daily basis
- Bank Reconciliations and adjustment entries on monthly basis
- Prepared sales report and submitted to chief accountant on monthly basis
- Attended the physical stock-takes (inventory), checked the stock in warehouse as per the requirement and make the adjustment if needed for item received in free but not entered in system
- Assist Chief accountant for month and Year end closing
- Assisted External Auditor for Yearend External Auditing

Personal Details

Date of Birth: 17th May 1990 | **Languages Known:** English, Hindi & Malayalam | **Nationality:** Indian

Marital Status: Married | **No. of Dependents:** 0 | **Visa Status:** Residence Visa of Saudi | **Passport Details:** L2360984 |

Driving License Details: Indian