



HAREESH PILLAI

SR. ACCOUNTANT

📍 Muweilah, Sharjah, Sharjah, 22436,
United Arab Emirates

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ABOUT ME

To work in an open and professional environment having excellent growth prospects and contribute my work experience to the growth of the organization as well as myself by meeting the Organizational expectations.

SKILLS

FINANCIAL STATEMENT PREPARATION

TAX PREPARATION

ACCOUNT RECONCILIATION

MONTH-END CLOSE PROCEDURES

ACCOUNTS PAYABLE/RECEIVABLE

GENERAL LEDGER MANAGEMENT

FINANCIAL REPORTING

LANGUAGES

ENGLISH

HINDI

MALAYALAM

PERSONAL DETAILS

Date of birth
30/05/1979

Nationality
Indian

Visa status
Sponsor

Marital status
Married

WORK EXPERIENCE

BHATIA GROUPS MEP DIVISION

Dubai
Aug 2015-Present

Sr. Accountant

- Spearhead comprehensive financial accounting operations, including A/R, A/P, General Ledger, Project Accounting, Petty Cash, and Revenue Recognition.
- Oversee and regulate daily financial transactions, encompassing Staff Advances and Leave Settlements.
- Review, approve, and post AR, AP, and Journal vouchers within the ERP system.
- Perform daily Ledger Account reconciliations to guarantee transactional precision.
- Develop Cash Flow statements to manage financial liquidity.
- Allocate expenses accurately to corresponding project costs.
- Ensure timely financial closing and submission of quarterly VAT in compliance with deadlines.
- Calculate and review End of Service Benefits in alignment with UAE Labour Law.
- Generate Progressive Invoices reflecting project progress and expedite client certification for collections.
- Process payroll efficiently via the WPS system, ensuring prompt employee compensation.
- Conduct thorough Bank Statement and Intercompany transaction reconciliations.
- Liaise with banks to facilitate all banking-related activities.
- Scrutinize expense claims to confirm validity and completeness of supporting documentation.
- Cultivate and maintain robust relationships with Suppliers and Subcontractors.
- Assist in the preparation of Trading, Profit & Loss accounts, and Balance Sheets.
- Support auditing processes and provide essential documentation as required.

SURAT GOODS TRANSPORT PVT LTD (TOTAL LOGISTICS INDIA (P) LTD.)

Mar 2012-Jul 2015

Accounts Executive

- Oversaw daily financial operations and managed fund distribution to branches, ensuring timely updates in ERP systems.
- Maintained Cash and Bank books with precision using Excel.
- Facilitated fund transfers by coordinating with the Head Office for regional requirements.
- Assumed responsibility for cash handling during cashier absences.
- Executed banking transactions with accuracy and compliance.

DRIVING LICENSE

Driving license category

Indian License, UAE Driving class going on up to RTA Parking Test Completed

UNIBETON READY MIX LLC - ABUDHABI (ALFARA'A GROUP)
Abu Dhabi
Sep 2008-Dec 2011

- Prepared Bank Reconciliation Statements to ensure financial integrity.
- Generated Outstanding Reports from ERP software and actively pursued collections.
- Analyzed monthly Expense Statements to drive effective cost management.
- Conducted official correspondence with Head Office and branches to resolve any pending financial entries.

Accountant

- Expedite the delivery of Statements of Account (SOA) to clients, ensuring adherence to deadlines.
- Maintain consistent and accurate accounting data entry within the ERP system.
- Execute timely payment processing for accounts payable.
- Implement systematic collection strategies for accounts receivable, delivering weekly status reports.
- Conduct thorough financial reconciliations to resolve discrepancies.
- Contribute to the preparation of Trading, Profit & Loss accounts, and Balance Sheets.
- Scrutinize expense claims, verifying compliance with supporting documentation.
- Prepare precise Bank Reconciliation statements to ensure fiscal integrity.
- Monitor expenses to ensure alignment with internal authorization protocols.
- Provide reliable support for various accounting tasks, enhancing team efficiency.

SURAT GOODS TRANSPORT PVT LTD. (TOTAL LOGISTICS INDIA (P) LTD.)
Cochin
Dec 2004-Aug 2008

Administration Officer

- Oversaw daily operational activities and ensured seamless administrative functions.
- Generated invoices for client billing and managed account receivables.
- Administered fund distribution across branches and maintained daily cash vouchers in TOSS.
- Compiled and delivered comprehensive monthly MIS reports to support decision-making.
- Produced accurate monthly collection reports to track revenue streams.
- Developed weekly Cash Flow statements to optimize funding strategies.
- Managed daily cash balances, providing regular financial updates to Head Office.
- Responsible for the efficient handling of Branch Office's petty cash.
- Executed a range of clerical and administrative tasks to uphold office efficiency.
- Conducted banking transactions, including cash deposits, withdrawals, and cheque processing.

FOCUZ MOTORS PVT LTD., COCHIN (DEALER OF TATA MOTORS)
Cochin

Assistant

- Billing.

Aug 2002-Dec 2004

- Preparing Vouchers, Cash book & Bank book.
- Preparation of monthly MIS reports. · Monthly collection report. · Weekly Cash Flow statement for funding. · Maintaining daily cash balance and the report sent to Head Office · Handling petty cash allowed to Branch Office · Clerical and administrative office works. · Dealings with bank for depositing and withdrawal of cash, depositing cheque etc.

EDUCATION

UNIVERSITY OF
KERALA, INDIA

● Bachelor of Commerce

CDAC, INDIA

● Diploma in Office Automation

COURSE

ALIFBYTE

Mar 2025-May 2025

● CMCA