

# CONTACT

+965 97889646

Jeelib Al Shuwaikh - Kuwait

## **EDUCATION**

1991 - 1993

### **GOA UNIVERSITY**

M.COM. in Business
 Management

1988 - 1990 GOA UNIVERSITY

- Bachelor of Commerce
- In Cost Acounting

## **SKILLS**

- Proficient in Accounting software (ERP)
- Excellent communication & Interpersonal skills
- Problems solving abilities.
- Leadership & Team Management.
- Continues learning & development.

# **LANGUAGES**

- English (Fluent)
- Hindi (Fluent)
- Marathi (Fluent)
- Konkani (Fluent)
- Arabic (Conversational)

## REFERENCE

Naga muni Reddy Landmark Group - CA



+965 66412177

nagamuni.reddy@landmarkgroup.com

## **NAGESH TARI**

### **MY PROFILE**

- Experienced with a background in financial management, Budgeting & forecasting, Projections, internal control, maintaining financial records, leading teams, and streamlining processes
- FS MIS, Funds Management, Banking (LC/ LG/Loan etc) Custom clearance, Costing. Vendors & Customers Reconciliation, Review Salaries & employee entitlements (Settlement / Indemnity/ leave salary) HR related MIS reports. Bank & GL analysis & Reconciliation. Investigating & resolving audit findings & Account discrepancies.
- Fixed Assets Control register, Inventory Control (Stock Taking & Reconciliation)
  Revenue / Sales reports MIS, Financial schedule & analysis, dealing with Rental owners for Contract & payments. Review & approve Invoices /Requisition / PO.
- Inter-Companies Reconciliation, Provisions / Accruals & Prepayments, Well Proficient with Accounting ERP, Prepares & Maints Chart of Accounts.

#### **WORK EXPERIENCE**

### Tata Consultancy Services - Kuwait & India

2021 - Present

Team Lead - Procure to Pay (P2P)

ERP - Oracle

Project: Landmark Group Kuwait- Global Retail Group (Centre point)

- Deliver a full range of P2P services in compliance within timeframe. Provide exceptional client service along with the ability to develop excellent client relationships.
- Responsible for the preparation of payments for Trade / Non Trade / Projects & Maintenance / Marketing & E-com/ Rents & Utility payments.
- Responsible for the payments instruments Cheques / TT & Semi Auto. Payment details, Vendors & Accrued Liabilities Reconciliation
- Prepare negotiable /AP GL reports/payments & Utility tracker. Raise SR as & when required. Request for DOA setup etc.
- Urgent / Prepayment request validation, Penny test & maintain payments status for each instruments. SOA queries response to vendors.
- Process Trade / Non Trade / Projects & Maintenance / Marketing & E-com Rental & Utility Invoices. Dealing with vendors & BU for any sorts of queries.

# Trade Links Group - Kuwait & Iraq

2008 - 2021

**Chief Accountant** 

ERP - Oracle /Focus

Industries: Telecom / Construction/Logistics & Restaurants

- Prepare monthly FS, Including P&L,BS & Cash flow statements
- Analyze & advice on business operations including revenue & expenditure trends, Financial commitments & future revenue.
- Monitors the funding & utilization of resources, manage & processes disbursement of funds
- Administer & process monthly staff salary in the system, leave salary & end of services benefits etc
- Coordinate with internal & external Auditors to resolve audit queries & manage the audit process in conjunction with CFO.
- Review actual performance against budget with department head & identifies the area of concern.
- Review monthly reconciliation of all the GL Accounts including Bank & cash balances. Receivable & payable balances.
- Responsible for the preparation of Inter-company reconciliation & the resolution of outstanding issues.
- Responsible for providing necessary data to Financial controller to meet execution of financial reports.
- Ensure that provision ,accruals, prepayments and other entries are complete, accurate & adequately supported.
- Monitoring customer accounts details for Non payments, delayed payments and other irregularities. Well proficient with computerized accounting system.
- Prepare & maintain chart of Accounts, ensure all records are maintained & readily accessible.



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Jeelib Al Shuwaikh - Kuwait

# REFERENCE

**Bhupender Patel** Al Fara'a Group of Co. Project Manager



+971 557002257

bhups7@gmail.com

#### PARTICIPATION & AWARDS

Participated in Youvavani program on all India Radio - GOA Secured several prizes mostly in Athletics in School, College & state level.

## **EXTRA CURRICULAR ACTIVITIES**

Reading & Keeping my knowledge up to date. Playing Indoor & Outdoor games Playing Musical Instruments. Doing Yoga & Favorite Martial Art exercise.

## PASSPORT DETAILS

Passport No. Y 1284048 Date of Issue: 21.07.2024 Date of Expiry: 20.07.2034

## **VISA STATUS**

18 Number Transferable

## DRIVING LICENSE

Valid Kuwaiti driving License

### **WORK EXPERIENCE**

### Al Hasawi Group - Kuwait

Senior Accountant 2005-2008

Industries: Manufacturing & Super Market Maint.

**ERP** - Oracle

- Preparation of MIS Reports consist of P & L ,IS ,BS & Cash Flow for subsidiary company.
- updating & Analyzing Local cash & Credit purchases. Import purchases. Accounts payable & receivable & other various expenses.
- Responsible for the reconciliation of Inter companies Account. Banks, Cash & Credit sales & GL Reconciliation.
- · Checking / Processing of purchase invoice and creditors payments, bank payments staff payments and other statutory payments.
- · coordinating internal & annual audit including stock taking. Ensuring books of Accounts are maintained & closed in a timely manner.
- · Monitoring daily petty cash expenses. Local cash purchase & other consumable expenses.
- Consolidate and review all management accounting results, including the analysis of monthly actual forecast & budget results.
- Maintaining quarterly budget for cash purchase, credit purchase, import purchase as per project and division wise.

### AL FARA'A Group - UAE

2000 - 2005

Senior Project Accountant

**ERP - Contract Soft** 

Industries: Construction / Ready Mix / MEP & Precast etc.

- Preparation of project wise P & L and MIS reports for Project progress.
- Responsible for complete site accounting, project billing, processing sub-contractors bills as per work completion certificates.
- Preparation of project performance reports for Ongoing projects.
- · Maintaining monthly stock reports including scaffolding materials and annual stock taking audit.
- Processing monthly salary & wages including outsource employees & Final settlement for staff & laborers.
- · Responsible for the reconciliation of Intercompany accounts, bank reconciliation and General ledger reconciliation.
- Updating personnel information of employees and follow-up with PRO for various other information like renewal of visa Tamim, cancellation, medicals & Absconding etc.
- Preparation of MIS Reports pertaining to Payroll management.

### • Phil Corporation Ltd. India - GOA

1995 - 2000

Officer Accounts

**ERP - VAX 5.5** 

Industries: Manufacturing & Trading Co.(Konica Films & Papers)

- Prepare monthly P & L, Cash flow & Budgeting for Subsidiary co.
- Responsible for Creditors & statutory payments.
- Handling petty cash for subsidiary & maintaining cost center wise expenses.
- · Responsible for Annual Audit, stock taking & Expense schedules , details for yearly audit.
- Maintaining & monitoring cost center wise expense.
- Bank reconciliation. Maintaining Travel expense for Inland & Foreign.