



ULLAS V GEORGE

Senior Accountant

OBJECTIVE

Detail-oriented and highly organized **Accountant** with [10] years of experience in financial reporting, accounts payable, receivable reconciliations, tax preparation, and auditing. Adept at analyzing financial data, ensuring compliance with accounting standards, and implementing cost-saving measures. Proficient in, SAP, Quick Books, Tally and Excel (Pivot Tables, VLOOKUP/XLOOKUP, formulas) Ability to work in fast-paced, deadline-driven environments

EXPERIENCE

- **ACCOUNTANT (SOFTWARE SAP) AT BURJEEL HOSPITAL FOR ADVANCED SURGERY LLC (AUG 2020 – PRESENT)**
- **ACCOUNTANT (SOFTWARE TALLY) AT AL AYOUBI ACCOUNTING FIRM, DUBAI (2018-2020)**
- **ACCOUNTS EXECUTIVE (SOFTWARE CORE BANKING SYSTEM) AT MUTHOOT FINANCE LIMITED BANGALORE, INDIA (2016-2018)**

DUTIES AND RESPONSIBILITIES

Doctor's Payout / Commission

- Prepared and processed doctor payouts/commissions based on consultations, procedures, surgeries, and revenue share agreements
- Extracted clinical and billing data from HIS/EMR systems to calculate accurate doctor earnings
- Verified payout against approved contracts, revenue-sharing terms, and hospital policies.
- Coordinated with medical, billing, and finance teams to resolve payout discrepancies
- Posted doctor payout entries, provisions, and adjustments in accounting/ERP systems
- Prepared monthly payout statements and supporting schedules for management approval
- Ensured timely disbursement of doctor payouts through bank transfers
- Maintained accurate records for audit and compliance purposes
- Assisted in month-end closing related to doctor payouts and professional fees.

Petty Cash, Monthly Expenses & Utility Bills

- Prepared and maintained petty cash for hospital departments, ensuring proper vouchers, approvals, and supporting documents
- Reconciled petty cash balances regularly and processed timely replenishments.
- Processed and recorded utility bills including electricity (DEWA), water, telephone, internet, and other facility- related expenses.

Mobile: **+971543780599**
Email: ullasvkannur@gmail.com
Al Karama, Dubai.

Master of Commerce
(M. Com) – Finance (2010-12)
Madurai Kamaraj University,
Tamil Nadu, India

Technical Accounting Skills

- General Ledger (GL) & Journal Entries
- Bank, Cash & Credit Card Reconciliation
- Financial Statements Preparation
- Monthly & Year-End Closing
- Petty Cash & Expense Management
- Payroll Processing & EOSB Calculations
- Fixed Assets Accounting & Depreciation
- Budgeting & Cost Control
- VAT Accounting & Filing (UAE)
- Bank reconciliation & cash flow management.
- Accounts Payable & Accounts Receivable (AP/AR)

Personal Details

Nationality: Indian
Driving License: UAE

Passport Details

Passport No : X9280840
Place of Issue : Kozhikode
Date of Issue : 26/05/2023
Date of Expiry : 25/05/2033

- Processed and recorded utility bills including electricity (DEWA), water, telephone, internet, and other facility-related expenses.
- Ensured timely payment of utility bills to avoid service interruptions and penalties
- Posted expense and utility transactions accurately in accounting/ERP systems
- Assisted in month-end closing by preparing expense accruals and reconciliation schedules
- Maintained proper documentation to support internal and external audits.

Collections – Hospital & Pharmacy

- Handled daily collections from cash, credit/debit cards, bank transfers, and cheques for hospital and pharmacy operations
- Reconciled daily collections with HIS/POS system reports and bank settlement statements
- Prepared daily cash summaries and deposited cash into the bank as per company policy
- Verified and recorded card settlements from payment gateways and POS terminals
- Tracked and followed up on bank transfers and cheque realizations
- Posted daily collection entries into accounting/ERP systems with proper documentation
- Coordinated with front office, pharmacy, and finance teams to resolve collection discrepancies
- Maintained accurate records to support audits and management reporting
- Ensured compliance with internal controls, cash handling procedures, and UAE regulations.

Accounts Payable & Accounts Receivable

- Managed Accounts Payable (AP) functions, including invoice verification, three-way matching, approvals, and timely vendor payments.
- Processed vendor invoices accurately and ensured compliance with company policies and agreed payment terms.
- Reconciled supplier statements and resolved invoice discrepancies and payment issues.
- Maintained Accounts Receivable (AR) records, including invoicing, receipts, credit notes, and adjustments.
- Monitored customer aging reports and followed up on overdue receivables to improve cash flow.
- Performed bank reconciliations and posted customer receipts against outstanding invoices.
- Prepared AP & AR ageing reports for management review and decision-making.
- Coordinated with vendors and customers to resolve billing, payment, and reconciliation issues.
- Ensured accurate ledger postings and supported month-end and year-end closing activities.
- Maintained proper documentation to support internal controls and audit requirements.

VAT Filing, Emirati Pension Fund, EOSB Benefits & Payroll Processing

- Prepared, reviewed, and filed UAE VAT returns, ensuring accuracy, timely submission, and compliance with FTA regulations.
- Maintained VAT records, reconciled input/output VAT, and supported VAT audits and assessments.
- Administered Emirati Pension Fund (GPSSA) registrations, monthly contributions, employee transfers, and compliance reporting.
- Calculated, processed, and settled End of Service Benefits (EOSB) in accordance with UAE Labour Law.
- Managed annual leave salary, leave encashment, and gratuity calculations, ensuring accurate accruals and settlements.
- Executed payroll verification and processing, validating salaries, allowances, deductions, overtime, and adjustments.
- Maintained and reconciled payroll records, gratuity provisions, leave balances, and pension schedules.

DECLARATION

I have been consistent in my career objectives. My experience of studies has given me the confidence to adapt myself to the rapidly changing technology and to complete the assignments on time.

Name & sign: Ullas George