



CHARLTZON VARGHESE

Personal Data

Email : charlz1818@gmail.com
Mob : + 971 554 910 675
Nationality : India
Passport # : R8183775
DOB : 25-03-1986
Visa : Visit (Exp: 05-05-2025)
Place : Dubai, U.A.E

Education

Bachelor of Commerce

M G University, Kerala, India
Year - 2007

Software Expertise

- Tally ERP9
- Zoho Books
- Oracle
- ODOO
- IDS
- MS Office

Skills

- Organization
- Adaptability
- Interpersonal Communication
- Time Management
- Team Collaboration
- Prioritizing
- Service Orientation
- Process Improvement
- Documentation
- Maintaining Confidentiality
- Detail Oriented
- Software Proficiency

Accountant with 10 years of extensive experience in Special Education Center, Manufacturing, FMCG & Industrial Engineering Consultant Industry in UAE. Excellent skill in Streamlining Accounts, Bookkeeping, Financial Reporting, Receivables & Payables Management, Vendor Negotiations & Multi-tasking abilities.

Experience

❖ Accountant

Hemam Learning Difficulties Center | Dubai, U.A.E |
June, 2021 - December, 2024

❖ Accountant

KREOL GROUP | Dubai, U.A.E |
October, 2019 - June, 2021

❖ Accountant/Admin

TEKNOWARE MIDDLE EAST FZCO | Dubai, U.A.E |
November, 2016 - January, 2019

❖ Accountant

STEEL-X CONTRACTING Co. LLC | Dubai, U.A.E |
November, 2013 - October, 2016

Certification

Certification in Financial Accounting, METROPOLITAN SCHOOL OF BUSINESS AND MANAGEMENT - UK, 2016

Key Deliverables

- Prepare **Management Information Reports**, including **monthly Balance Sheets and Profit & Loss statements**, providing management with a clear overview of financial performance and trends while ensuring compliance with **financial and governmental regulations**.
- Analyze financial data to identify key insights for strategic decision-making and financial stability, assisting in **internal and external audits** by providing required documentation.
- Ensure the **safeguarding and welfare of children and young people**, adhering to school policies and staff code of conduct while promoting a safe learning environment through child protection guidelines.
- Ensure **timely submission of fee invoices** to parents per signed agreements, maintaining an organized billing process and monitoring outstanding dues to coordinate with collections personnel on **due and overdue accounts** for efficient cash flow.
- Maintain an **accurate database** of parent and student details, tracking **prospective student enrollments** in the school's management system, and ensuring recruitment follows **school policies and standards** with compliance and integrity.
- Prepare **reconciliation statements** to validate transactions, ensuring all receipts and payments align with bank records and resolving discrepancies, while maintaining proper archiving of **accounting records** with **database backups** for easy retrieval.

Languages

English	•••••
Hindi	••••
Malayalam	•••••
Tamil	•••

- Oversee **supplier payments**, verifying invoices against purchase orders and processing payments per agreed terms to maintain strong supplier relationships and avoid supply chain disruptions.
- Review and process **supplier invoices** from local and international vendors, ensuring accuracy before approval and implementing **effective procedures** to enhance financial processes.
- Prepare **cash flow statements** to maintain liquidity, preventing financial shortfalls or payment defaults while ensuring **expenses remain within budget** through proper approvals.
- Process **payroll for all employees** with HR, ensuring deductions are applied, salaries are paid on time, and **employee reimbursements** and **petty cash transactions** are efficiently managed.
- Compute taxes and prepare **accurate tax returns**, keeping **financial reporting systems updated** for efficiency, while assisting in audit recommendations to improve internal controls.
- Oversee **office activities**, including **building services, procurement, maintenance, and office supplies**, ensuring smooth operations and compliance with **labor and immigration regulations**.
- Arrange **work permits, employment visas, and visit visas** for new staff while scheduling and coordinating **visa renewals, medical exams, and labor permits** to ensure compliance.
- Monitor **timely renewals of company licenses**, responding to **staff and management queries** on visa, labor, and passport matters, and assisting with **immigration-related inquiries** to maintain a compliant workplace.