

SUJITH SAHADEVAN

GENERAL ACCOUNTANT - Full-cycle Accounting, Variance Analysis, Financial Reporting & Compliance.

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SKILLS

- **Accounting Systems & ERP:** QuickBooks, Sage 300, and SAP for journal entries, and reconciliations
- **Financial Reporting & Compliance:** Preparing financial statements under GAAP, IFRS, and ASPE
- **Full-Cycle Accounting:** GL, AP/AR, intercompany transactions, audit preparation across operations.
- **Budgeting & Analysis:** Budgeting, forecasting, variance analysis, and cost accounting for process.
- **Technical Tools:** MS Excel (VLOOKUP, Pivot Tables), Power BI, MS Access for financial data visualization.

WORK EXPERIENCE

Accounts Support Associate

October 2024 – September 2025

Top Talent Bridge

Remote

- Processed 30+ daily client billing inquiries, validating transaction data, reconciling entries, ensuring 98% ledger accuracy, and supporting documentation standards for monthly accounting close and detailed reporting activities.
- Facilitated 50+ clients each month with invoice validation and payment tracking, resolving discrepancies 15%, updating accounting logs, aligning processed records with organizational audit, financial compliance procedures.
- Reviewed payment claims and adjustments, resolving 90% within SLA, maintaining reconciliation accuracy 100%, and preparing detailed balance statements for management to support financial clarity and audit traceability.
- Collaborated with finance, procurement departments to investigate pending accounts, shortening resolution time 12%, ensuring proper cost allocation and record accuracy across all reconciliation cycles and business ledgers.
- Prepared weekly transaction summaries highlighting 8+ recurring issues, recommending corrective measures, and improving variance reporting efficiency 20% for continuous accounting process performance enhancement.
- Maintained catalogued accounting documentation and digital records, ensuring accuracy of customer balances, improving retention 15%, and supporting effective control implementation across financial reporting systems.

General Accountant

March 2018 – September 2024

Union Chemicals Co LLC

Dubai

- Managed full-cycle accounting for AP, AR, GL, payroll, inventory, completing month-end close in 4 days, improving accuracy 20% through automated journal posting, ledger balancing, structured reconciliation workflows.
- Coordinated job costing with procurement and production units, improving material cost traceability, reducing variance 12%, and optimizing resource allocation through ERP-driven expense tracking and validation processes.
- Restructured financial workflows by redefining reconciliation, journal posting, and validation cycles, cutting review time 25%, maintaining continuous IFRS and GAAP compliance across all accounting modules expertise.
- Performed variance analysis between forecasted and actual figures, improving budgeting accuracy 15%, strengthening data-backed allocation of overheads, and enhancing monthly management reporting accuracy precision.
- Supervised audit documentation, reconciled intercompany accounts, reducing discrepancies 30%, maintaining internal control standards, strengthening financial governance through structured audit readiness documentation.
- Implemented inventory and fixed asset reconciliation procedures, reducing discrepancies 18%, ensuring accurate valuation, and improving cash flow visibility through continuous monitoring and insightful reporting dashboards.

Accounts Payable & Receivable Specialist

January 2016 – February 2018

Al Ameen Stationery Trading LLC

Abu Dhabi

- Administered full-cycle AP, AR functions, validating 600+ invoices monthly, ensuring 98% data accuracy, reducing overdue balances 15% through automated follow-ups, ledger reconciliation, and compliance control reviews.
- Standardized vendor reconciliation processes, resolving all quarterly discrepancies, enhancing supplier reliability, increasing accuracy via continuous variance tracking, systematic statement validation, thorough record audits.
- Maintained AR integrity by mapping customer receipts, reconciling payments, and executing corrective actions, enhancing cash flow visibility, improving receivable tracking, and reducing overall customer collection days 10%.
- Designed KPI dashboards on AP aging, cash flow forecasts, and payment trends, improving liquidity precision 20%, enabling faster financial decisions, and enhancing management visibility into operational cash flow cycles.
- Automated recurring invoice posting and payment scheduling tasks, cutting manual effort 25%, improving transaction efficiency, ensuring timely disbursements, and maintaining accurate accounting ledger data updates.
- Coordinated with procurement and operations teams, expediting invoice approvals, resolving payment disputes 20% faster, maintaining full compliance, and strengthening record integrity across all financial processes.

EDUCATION

Bachelor of Commerce (B. Com)

April 2004 – March 2007

University of Kerala, Thiruvananthapuram

ACCOMPLISHMENTS

- **Top Performer Award – 2023**
- **Best Team Player Award – 2022**