Vasundhara

Vasundhara.143510@2freemail.com

**PROFILE:**

 A finance professional with an experience of over 3 years in the field of audit and accounts in UAE. Strengths include being a self motivated person to learn and experience while being highly organised and able to prioritize effectively. Skilled at balancing multiple tasks to meet deadlines with strong verbal and personal communication skills. Seeking to secure a position that will lead to a lasting working relationship in the field of accounting and finance.

**KEY SKILLS:**

* Excellent mathematical skills
* Accuracy and attention to details
* Decision making, critical thinking, organizing and planning
* Problem analysis, use of judgment and ability to solve problems efficiently
* Strong verbal and personal communication skills along with self motivated, initiative, high level of energy

**EDUCATION**

**2009- Till date ACCA**

 **2003- 2007 BA (Hons.) Accounting and Finance**

**Northumbria University, Newcastle upon Tyne, United Kingdom.**

## EXPERIENCE

## Design LLC/ HTS Facilities Management LLC July’12 to present

**Senior Accountant**

* Day to day accounting and preparation of cash flow statements for both the companies.
* Setting up of proper accounting policies as per IAS/IFRS.
* Computerized bookkeeping and finalisation of accounts of both companies.
* Independent charge for weekly, monthly, quarterly MIS reporting to the Directors.
* Banking and cash related responsibilities were handled including budgeting and payroll for both companies.
* Liaising with auditors and reply to audit queries.
* Personnel management, payroll and related statutory functions.
* Development and maintenance of internal controls and business process systems implementation and monitoring.
* Designed and revamped the chart of accounts in Tally and implemented the same including cleaning up of accounts.
* Introduced various HR policies and implemented and monitored the same.
* Reconciliation of intercompany accounts.

## Sangani &Co, Dubai, U.A.E Nov’09 to Sep’11

##  Financial Auditor

## Initial planning of the job, assessment of control risk and designing the tests of controls for specific areas in consultation with the engagement manager/partner.

## Designing the substantive procedures in consultation with the engagement manager/partner.

## Performing the test of control and substantive procedures highlighting the issues/ matters.

## Discussions with the clients regarding the various accounting or other issues/ matters identified during the assignment.

## Reviewing the work done by the team members and getting it reviewed by the engagement manager and partner.

## Extensive application of the International Financial Reporting Standards (IFRS) and preparation of financial statements in compliance therewith.

## Performed Anti Money Laundering (AML) audits for currency exchange companies and banks.

## Preparation of other deliverables, such as, management letter identifying control weaknesses, its implications and recommendations.

## Preparation and designing of management reports with various analyses and identifying various weaknesses, its implications and recommendations.

## Verifying compliance with various laws relating to the client.

## Sector-wise details of major sectors of clients of my firm, with which I have worked, are as under:

* Indian Banks in UAE.

#### Hotel Industry

* IT based companies
* Manufacturing companies
* Jewellery and diamond companies (retail and manufacturing units)
* Automobile Companies
* Textile Trading Companies,
* Other trading companies and various service providing companies.

##

## PHC Shah Financial and Management Consultancy DMCC, Dubai, U.A.E Mar’09 to Oct’09

##  Accountant/ Junior Auditor

## Managed several company’s books and accounts.

* Carried out the process of auditing like vouching, stock counting etc.

#### Assisted and advised management in making financial decisions and choices.

* Maintained client’s current accounting systems.
* Reconciled intergroup accounts of clients.

## Totsolve General Trading, Dubai, U.A.E May’08 to Feb’09

##  Accountant

#### Managed company’s books and accounts.

####  Assisted and advised management in making financial decisions and choices.

* Spearheaded the new company customer relationship initiative.
* Created and maintained bookkeeping documents and papers required for shipping like invoice, certificate of origin, LC, sales contract, etc.

##  SITEL, Newcastle, U.K Aug ’05 to April’08

**Home IT Advisor for British Telecom**

* + Providing IT support regarding Microsoft Windows and Broadband internet services.
	+ Using Citrix online, Woosh, Onview and other fault diagnostic softwares.
	+ Assisting in customer service and quality assurance initiatives by coaching other agents.
	+ Helping other agents to gain technical knowledge in the application of all the softwares compatible with windows ( mobile phone softwares etc)
	+ Helping set up networking as well as printer sharing at home for customers.

##  ClientLogic, Newcastle, U.K Nov ‘04 to Aug ‘05

##  Technical Helpdesk Advisor for British Telecom – Broadband

## Providing 2nd Line technical support regarding Broadband Internet Services.

* Using ‘Vantive’ CRM tool and fault diagnostic softwares.
* Dealing with approximately 35-40 customer on daily basis, providing accurate information in a clear, courteous and professional manner
* Operating in stressful situations at times
* Assisting in quality assurance initiatives by coaching other agents to improve the quality of responses provided

**COMPUTING SKILLS**

## Softwares: IDS (ERP based accounting Software), QuickBooks, Tally, Peachtree, Sage, C++, Basic.

**Applications:** MS Office.

**PROFESSIONAL AFFILIATIONS & EXTRA CURRICULAR ACTIVITIES**

* Employee of the month for training new IT agents in soft skills. **June 2007**

**PERSONAL INFORMAION**

**Marital Status**: Married

**DOB:** 06.07.1984

**Languages:** English and Hindi

**REFERENCES**

 Available on request