

Saritha

# Dubai – UAE

**CAREER OBJECTIVES**

Dedicated and detail-oriented Financial/Accounting Analyst committed to the teamwork that

leads to a team’s success. Focused on continual professional and personal growth, including the improvement of business and economic knowledge.

**SUMMARY OF KEY SKILLS AND EXPERIENCE**

* **10 years** of experience in **Finance*/* Accounts in UAE**.
* Holds Bachelor’s Degree in Business Management from Mangalore University, India.
* Well experienced in computerized Finance/accounting environment.
* Also proficient in MS Office Applications.
* Have detailed knowledge of accounting procedures, finance management, liaison with banks, develop & nurture client relations, & costing aspects.
* Possess demonstrated ability to work effectively and with employees at diverse levels. Strongly commercial with excellent communication and influencing skills.
* Possess excellent analytical, management, administration & problem solving skills.
* Highly organized, ability to work under pressure in fast paced environment meeting deadlines successfully.

**WORK HISTORY**

* **Finance Analyst**, Dubai-based Company (Jan 2016 till July 2020)
* **Accounts payable Officer,** United Aviation (UAS), DAFZA (Feb 2014 – Oct 2014)
* **Accountant,** M/s. Bhatia Brothers LLC Dubai, UAE (Aug 2010 – 31 Dec 2013)
* **Accounts Assistant**, Watt Electricals L.L.C, Dubai, UAE (Sep 2007 – Aug 2008)

## Job responsibility: Project Finance Analyst (Oil & Gas Sector)

* + Analyze business operations, trends, costs, revenues, financial commitments to project future revenues/expenses or to provide advice.
  + Maintained and monitored cash flows and fund flow analysis Project Wise.
  + Prepare & review Departmental budgets, generating reports on financial information. (Actual cost & forecast reports)
  + Manage assigned core area of financial accounting (prepayments, Accruals etc.)
  + Intercompany transaction entries & reconciliations.
  + Analyzed revenue, cost & profitability Project Wise. Recognizing revenues based on type of project.
  + Reported P& L and Balance sheet monthly wise of projects. Month closing entries and finalization process -project and entity wise.
  + Assisting the team with internal and external audits, Tax Compliance, Vat filing.
  + Prepare and process employee dues, Expenses, Payroll and Eosb calculations.
  + Processing of vendor invoices, scrutiny, verification, payments & reconcile vendor accounts.

## *J*ob responsibility: Accounts payable officer in UAS International (Aviation sector)

* + Requesting vendors invoices by contacting them and providing list of pending flights.
  + Proceeding vendor invoices by checking, saving, posting and auditing prices.
  + Coordinating with operations, vendors, commercial team regarding price audit.
  + Disputing wrong charges, requesting supporting documents & follow up till solved.
  + Forwarding cleared invoices to billing team for charging clients and preparing payment orders.
  + Coordinating with collection team for offsets.
  + Sending the allocation details of our payment to vendors and requesting updated Statement of Accounts once finance team proceeds it.
  + Checking vendor statement and coordinating with billing team for client disputes.
  + Processing payments to vendors once prices audited and complaint.

## *J*ob responsibility: Accountant in Bhatia Brothers (Retail Sector-Automotive & Industrial products)

* + - Report to Finance Manager by preparing monthly financial performance statements.
    - Monthly preparation of reconciliation statements (debtors and creditors)  Supervise the whole range of accounts Payable and Receivable.
    - Check Monthly Bank Reconciliation Statements of all bank accounts.
    - Supervise the Invoice generation Operation & Credit Control.
    - Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
    - Provide timely & Accurate Financial Information to the Management.
    - Compile and analyze financial information to prepare entries to accounts, such as general Ledger accounts and document.
    - Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
    - Prepare, examine, and analyze accounting records, financial statements.
    - Documents financial transactions by entering account information.
    - Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
    - Negotiating business terms with clients and associated organizations.
    - Controlling income and expenditure.
    - Assisting senior in preparation of financial statements (Balance sheet, P&L).
    - Monitor Payroll and Management Reporting Activity.

## PROFESSIONAL QUALIFICATION

* + **Pursuing MBA in Financial Management from UCAM university, Spain**
  + **Bachelor of Business Management Graduate (Specialization- Finance)** from Mangalore University, India with first class, in the year 2004.
  + **Diploma in Financial Accounting** from AR Computers, Mangalore with Grade 'A' in the year 2007.
  + **Diploma in Computer application** with proficiency in MS office-windows, MS word, MS Excel, MS PowerPoint, Accounting software like Tally 5.4 and 7.2. Wings 2000, Peachtree, and Comrade.
  + Successfully completed **Internal Auditor Course (ISO)** by DNV, Netherlands.

## COMPUTER PROFICIENCY

Packages: Oracle EBS R12, SAP BO/BI, Sun system, Tally, Peach tree, MS Great Plains, Accpac, MS Office.

## PERSONAL DOSSIER

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| Date of Birth | : 14th October, 1983 |
| Nationality | : Indian |
| Status | : Married |
| Language Known | : English, Hindi, Kannada, Tulu & Konkani |
| Visa Status | : Company visa |
| Driving License  Contact Email  Reference  Mobile No. | : UAE Driving License holder  : [saritha-191317@2freemail.com](mailto:saritha-191317@2freemail.com)  : Mr. Anup P Bhatia, Market Research HR & IT Consultant  : 0504973598 |