[**239113@gulfjobseekers.com**](mailto:239113@gulfjobseekers.com)

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| **Objective** |

**I am seeking an Accounts Assistant, Administrator or Customer Care role in Finance or any other department in any industry to use diverse experience and skills.**

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| **Profile Summary** |  |

Bachelors in Commerce, qualified professional with related work experience in **General Ledger**, **Accounts Payable**, **Accounts Receivables**, **Administration and Customer Care** within specialized industry. Possess ability to perform well under pressure and tact to deal with multicultural personnel, proactive and well-organized team player with good communication, presentable, coordination, negotiation, organizational, interpersonal and time management skills.

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| **Strengths** |  |

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| * Ability to work in accounting software’s like SAP , Tally & Peachtree * Quick learner and ability to work under minimum supervision * Strong Team Spirit Capabilities * Knowledgeable in Ms. Office packages | * Tact to Deal with Multicultural Personnel * Admirable Communication & Coordination * Handle work Pressure with Ease & Efficiency * Reliable, adaptable and very dedicated |

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| |  |  | | --- | --- | | **Educational Qualifications** |  |   **Bachelor of Commerce 2002-2005**  University of Kerala, India   |  | | --- | | **Certifications** |   **Certificate in Excel for Finance and Accounting Professional 2012**  **Training Certificate in SAP 2010**  **Certificate in Tally ERP 2006**  **Certificate in MS. Office 2006** |
| |  |  | | --- | --- | | **Experience Summary** |  | | | |
| **Asst. Accountant, GL- Emirates Global Aluminium (EMAL-DUBAL) Jan 2013 - till date**  Emirates Global Aluminium (“EGA”) is a 50/50 jointly venture company held by **Mubadala Development Company of Abu Dhabi and the Investment Corporation of Dubai**. EGA is a new global industrial champion anchored in the UAE; Emirates Global Aluminium (EGA) integrates the businesses of **Dubai Aluminium (DUBAL)** and **Emirates Aluminium (EMAL)**  **Areas of Expertise:**   * Prepare Bank reconciliation Summary at the end of every month and submit the report by 2nd working day for sign off. * Run Prepayment schedule in SAP by 25thof every month and update and maintain the schedule. * Clearing of GL accounts and run payment proposals using SAP * Ensure posting of accruals and rectification and Bank reconciliation JVs accurately. * Ensure to run the FX-Revaluation using SAP for AR, Bank and other GLs by 2nd working * Assist and meet all the audit requirements during quarterly audit for both internal and external auditors. * Ensure proper filing of JVs and supporting documents and electronic back up of all the supporting documents. * Track and monitor all scrap sales, maintain excel file with the quantities collected also keep track of all deposits relating to scrap sales, issue manual invoices.   **Accomplishments:**   * Introduced automated JV posting in SAP * Automated Bank Reconciliation Summary in SAP | |  | |

**Asst. Accountant, AP- Emirates Global Aluminium (EMAL-DUBAL) Jan 2011 – Dec 2012**

**Areas of Expertise:**

* Posting invoices in SAP by 3 way matching principle, booking ready invoices, parking invoices with discrepancies.
* Send remittance advice; communicate to vendor and internal department via email and telephone.
* Prepare transmittal and submit invoices for batch payment according to due date.
* E-filing invoices on document created in SAP to encourage paperless environment and make optimal use of SAP.
* Handling GRIR- Ensuring all the goods received in the system had been correctly invoiced. Making write off schedules for aged open entries for a system update.
* Improved and ensured on time payment process- Liaising with end-users for Service entries and with the warehouse for GRN.
* Conducting Meetings with Vendors and all end users for smooth payment process.
* Maintaining Vendor Master Data in SAP for Accounts Payable Team including Bank Details update, contact details etc.

**Accomplishments:**

* Assisted in Vendor Master Data Base in SAP for AP, which increased accuracy of payments, automation of payments
* Mass updates done for all vendor data base when IBAN became mandatory in UAE

**Assistant to AP and AR team, - Emirates Global Aluminium (EMAL-DUBAL) Jan 2009 – Dec 2010**

**Areas of Expertise:**

* Act as a reliever for both AP and AR team whenever the team member goes on leave **(includes posting of customer/vendor invoices, sending remittance to vendor, posting money received to respective customer, generating invoice for AR, generating customer remittance, raise manual invoices, customer/vendor ageing analysis, follow for customer payments, answer vendor queries via email and telephone)**
* Filing of invoices as per the SAP document number, electronic backup (in SAP) of all posted invoices for AP team on a daily basis.
* Schedule Manager’s appointments and manage the conference room
* Assist the whole accounting services team for the month end reports, maintain Dash Board for the month-end reports summary of the whole team.
* Meeting manager’s urgent requirements like generating flow charts, developing excel files and presentation, uploading the policies and procedure of the Accounting Services as controlled document.
* Chasing signature for the payments generated and faxing the ones signed to the bank and to maintain track of payments released on daily basis.
* Release Bank Transfer Letters, cheques to the various vendors through person or courier.

**Admin Assistant, Payroll Team - Emirates Global Aluminium (EMAL-DUBAL) Oct 2008 – Dec 2009**

**Areas of Expertise:**

* Responsible for all employee related queries inside/ outside
* Ensure proper filing of all staff details
* Update the employee details in the system as per management policies.
* Assisted in the implementation of SAP system
* Update and maintain employee master data in excel.

**Customer Care Representative cum Cash Management - Lifestyle, Mumbai, India Feb 2007 – Jan 2008**

**Areas of Expertise:**

* Assist customers with their queries/complaints via phone or in direct contact and handle in a professional and efficient way with highest level of customer satisfaction
* Monitoring and assisting new team members
* Coordinating with the marketing team on various promotions
* Proper Managing of the stock.
* Contact the premium customers via telephone/email at the time of special promotions
* Prepare Daily sales, inventory reports and present to the management
* Submit daily Cash report to the supervisor
* Monitor and assist the cashiers for day to day activities.

**Tally and Accounting Faculty – Manvish Academy, Kerala, India June 2005 – Dec 2006**

**Areas of Expertise:**

* Responsible for conducting classes for students joining in the academy – specialised in Tally 7.2 and 9.
* Conduct Basic accounting classes for non-accounting students.
* Managing overall activities of the institution including maintaining day to day cash transactions, billings, attend queries via telephone email)
* In charge for various promotion activities such as distribution of brochures, notices, banners, advertisement in newspapers, kiosks in schools and colleges, conduct seminar for students etc.)
* Guide and assist new team members by provide training sessions and make them capable to perform individually

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| **Personal Details** |  |

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| Nationality | : | Indian |
| Date of Birth | : | 21 Oct 1984 |
| Marital Status | : | Married |