**OBJECTIVE**. To successfully use my time and knowledge in serving your organization to the fullest of my capabilities.

**Skills**

* Sincere, dedicated and hardworking towards any endeavors, I am responsible for.
* Quick leaner and a very good team player.
* Strong organizational skill with ability to work in order to meet strict dead lines.
* Execute all entrusted tasks with precision and honesty and ever willing to shoulder responsibility.
* Excellent experience in **Microsoft Packages.**
* Positive thinking and strong determination skills.

**WORK EXPERIENCE**

**HSBC DIC Sept, 2014 till 31st Dec 2015.**

**Mortgage Department, Home Finance Assistance.**

* Maintenance of A/C Floating to Fixed & vice versa in HFE (Interest Rate)
* Worked on special project “ Data Validation ‘Database.
* Mortgage HUB updating M86.
* Mortgage offline data cleanup.
* Reconciliation of the entire UAE Mortgage Files with home loan Database.
* Assisting HFO team with their daily Scanning, Printout Volumes & day to day activities.
* Checking official correspondences & documentation.
* Maintain & apply up to date home loan product knowledge.
* Reconciliation of the home loan database.
* To review mortgage applications & carry out necessary checks.
* Correct filing of the securities.

**HSBC Bur Dubai October 2013 to August 2014.**

**Trade Finance Department, DC Issuance officer**

* Receiving DC, Amendment & Supplementary from Branches, Region & from customer.
* Verify signature, Check Fax indemnity, check Imp Inc Lines.
* Allocate reference no for DCs
* Indexing the DCs, Amendment for processing.
* Sending E-mails.
* Sending Daily/Weekly DC, Amendment count report.
* Preparing regions, UAE DC’s volume of week report.
* Processor DC counts Reconciliation.
* Checking daily action Report, Internet DC, Amendment Pending/Capture Report.
* Closing EDTS.

**HSBC Dubai Internet City June, 2008 to September, 2009**

**Mortgage Department, Home Finance Assistance.**

* Updating customer information & payment schedule.
* Updating current outstanding with the developer or the financial institution.
* Providing assistance to the Mortgage operations customer support by preparing a database that helps locating customer information in an efficient manner.

**CPD Department, Dispute Analyst.**

* Documentation for acquiring and incoming chargebacks.
* Resolving the incoming chargebacks.
* Reconciliation of incoming suspense account.
* Retrieving the documents from mastercom and VROL and scan those documents to GWIS.
* Handling ATM dispute using HUB computerized system in the Bank.
* Reporting ATM fraud to UK with EDIT package.
* Working on Credit Card dispute with Echamp.
* Resolving ATM chargebacks with Sodium.

**Factoring Department, Cheque Clearing Assistance.**

* Assisting Factoring Department in processing invoices.
* Processing of post dated cheques.
* Updating Factoring Systems with receipts of post dated cheques & current dated cheques pertaining to factoring customer.
* Sending out current dated Cheques for clearing.
* Assisting in clearing post dated transaction with printout from Factoring system
* Assisting Manager in checking daily reconciliation.

**Emitac Deira Dubai HR Co-ordinator Nov, 2007 to 19 June 2008.**

* Maintaining Database of the Employees.
* Updating Employees records.
* Arranging Interviews.
* Assisting HR Manager in day to day works.
* All clerical and office duties. Issuing experience certificate, Salary certificate and telephone message.

**Worked with Sunrise Electromelt Ltd Cuncolim Goa as Accountant September 2006 to October 2007.**

* Managed financial departments with responsibility for Payroll, Accounts Payable and Receivable.
* Preparing and disbursing the salary
* Preparing monthly/quarterly payable/receivable statement.
* Obtaining quotations from the Suppliers.
* Processed all batched purchase ledger invoices onto the computer through an invoice register.
* All clerical and office duties. Typing letters, invoices and telephone message.
* Handling petty cash
* Provided telephone support.
* Coordinated monthly payroll functions for 150+ employees .Managed accounts payable, accounts receivable, and payroll departments.

**Worked with S. S. Angle Hr. Sec. School ( Mashem Goa ) as Lower Division Clerk (L. D. C.) (Temporary Position) March 2006 to Aug. 2006.**

* Preparing salary statement for the staff and teachers.
* Preparing receipt vouchers & sending to the customers.
* Generating monthly statements and Enrollment Reports.
* Handling Bank transactions (Deposit, Withdrawal of cheques etc.)
* Performed general office duties and administrative tasks.
* Handling petty cash.
* Processing of paid/unpaid items on Manual purchase ledgers.
  + Maintaining systematic filing and attend front office, handling telephone calls, making admissions of new students

**Worked with Perspective Advrt. & Markt. (Margao Goa) as Accountant Jan. 2001 to Dec. 2005.**

* Data entry (Vouchers) in Tally 7.2
* Handling petty cash.
* Maintaining Registers like Purchase Register, Sales Register, Inward Outward registers Journal , Cash book etc
* Preparation of Monthly Salary.
* Correspondence(e- mail, letters, faxes etc), Transmission and distribution of fax, courier and e-mail. Organize routine document dispatch in co-ordination with the Accountant.
* keeping records of outgoing couriers
* Responsible for maintenance of manual payment records,
* Processed all batched purchase ledger invoices onto the computer through an invoice register.
* Reporting to Company Accountant and responsible for Purchase Ledger and Sales Ledger, invoicing.
* Maintain routine day today accounts & Labor records.
* Preparing and sending invoices, receipts vouchers to the customers.
* Assistant to Financial controller, Voucher preparation

**Worked with NIIT (Sanquelim- Goa) as Faculty- May 1999 to Dec. 2000**.

* Handling and Maintaining the Computer Lab.
* Conducting classes for the NIIT GlobalNet Curriculum.
* Preparing reports and handling correspondence with territory office.
* Training to Students of M/S Excel /Word/ Outlook Express.
* Provided telephone support.
* Training in Microsoft Excel/Word/Outlook e-mail system
* All clerical office routine work like typing, attending telephone calls, Filing etc.

**EDUCATIONAL QUALIFICATION**

* **B.COM**. (Financial Accounting Auditing & taxation) .Goa University.

**COMPUTER SKILLS**

Dos, Windows, Word, Excel, Power Point, Foxpro, Access, HTML, E.X. and Tally 7.2

**Technical Qualification**

Certificate course in Tally EX NGN(Accounting Package)

**ADDITIONAL QUALIFICATION**

Completed Diploma in Computerized Financial Accounts (DCFA) through Datapro Panjim Centre with First Class.

**PERSONAL DETAILS**

**PERSONAL INFORMATION**

Sex : Female

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, Marathi, Konkani

Visa : Husband’s Visa

Passport Details

Date of Issue : 28/08/2012

Date of Expiry : 27/08/2022

Place of Issue : Dubai

Excellent health.

**References**: Could be provided, if necessary.

**First Name of Application CV No 1682226**

Whatsapp Mobile: +971504753686



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