Siwen

[Siwen.311342@2freemail.com](mailto:Siwen.311342@2freemail.com)

*“Seeking for better opportunities to expand my knowledge, experience and my skills for further growthwith a well-reputed organization”*

**Career Profile**

* Ahighly motivated, proactive and result oriented General Accountantwith a glorious career in Accounting Sector
* Possesses deep knowledge offinancial statement, payroll, general ledgers, generally accepted accounting principles (GAAP), legislation and regulations governing the field of finance and commerce
* Proficient in preparing income statements and analysing cashflow, auditing, accounting reports for the internal as well as external management
* Adept at keeping track of the daily and monthly transactions and looking into the issues like mergers and acquisitions, analyzing certain discrepancies on a balance sheet or income statement
* Excellent communication skills in communicating with upper management as well as other employees within an organization
* Possesses expertise in documenting financial data and preparing accounting reports in order to make important decisions
* Proven ability to analyze and evaluate complex financial data quickly and accurately
* Pragmatic leader with the ability of supervising staff and maintaining the integrity, morale, confidence of the staff during moments of crises
* Well organized in managing work under pressure, sustaining peak individual performances as well as ensuring value added results for the organization
* Exemplifies unsurpassed personal commitment to continual improvement as well as highest level of professional standards
* Possesses flexibility and adaptability to manage manifold tasks and consistently achieve performance goals through diligence, tenacity and initiative

**Career Skills**

Conceptual and Analytical Skills Interpersonal Skills

**2**

**1**

Communicational Skills Time Management

**4**

**3**

Financial Analysis and Budgeting Skills Relationship Management

**8**

**5**

**7**

**6**

**8**

Computer Skills Leadership Skills

**Professional Experience**

**Al Futtaim Logistics, Jafza, Dubai, Uae 2012 Mar-Prsesnt**

General Accountant – Full time

Responsibilities:

* Payroll, EOSB & employee recovery:Process monthly payroll and reconciliation. Provide necessary employee related cost report and provisions. Carry out employee recovery and calculate employee End Of Service Benefit (EOSB).
* Government & Vendor Payment: Performing reconciliationof payments of foreign agents, shipping lines (CMA CGM, APL, Evergreen etc.) and legalpayments like DNATA, IATA, JAFZA, Dubai customs, DP World, Etisalatetc.
* Cash Management:Handling companyoperating and admin petty cash, reimbursement and cash claims.
* Intercompany (ICM) payment: Verify ICM invoices and perform inter-company payment, reconciliation & transactions.
* Account Management: Preparing asset, liability, and capital account entries by compiling and analyzing account information
* Financial Data Management: Documenting financial transactions by entering accounting information
* Reccomendation: Recommending financial actions by analyzing accounting options
* Financial Managament&Report Preparation:Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports
* Verification:Verifying financial transactions by auditing documents
* Account Maintenance:Maintaining accounting controls by preparing and recommending policies and procedures

**Miraj Islamic Art Centre, Dubai, UAE 2011 (Sep–Nov)**

Junior Accountant - Part time

* Invoices Management:Handled daily sales invoices and parking cost
* Cash Management: Recorded commissions and petty cash payments

**South Fashion Trading, Dubai, UAE 2009 (Apr–Sep)**

Accountant cum Secretary –Inter ship

* Sales Management:Recorded and reviewed daily sales reports
* Documentation:Review and documentedexport and import data

**Rewards and Honors**

**ACCA, UK 2012 Feb**

**Association of Chartered Certified Accountants**

Advanced Diploma in Accounting and Business

**CIMA, Dubai, U. A. E**

**Participated in Chartered Institute of Management 2010 Jun**

Accountants (CIMA) Global Business Challenge

**American College of Dubai, U. A. E**

Academic Excellence – President’s List **Spring 2008**

Academic Excellence – President’s List **Spring 2007**

**Our Own English High school, Fujairah, U. A. E**

Proficiency Certificate in Chemistry, Math **2004-2005**

Physics, Economics and French

Nominated for One Year Scholarship

1st Place in Math Olympic Examination **2002-2003**

**Educational Qualification**

ACCA –Member Dec 2011-Apr2015

**Association of Chartered Certified Accountants**

* Certified and qualified as the ACCA member in April 2015
* Completed All Written Examinations from ACCA

**Middlesex UniversityUK, Dubai Campus, UAE** Oct 2009-May 2011

First Class BA HonoursAccounting and Finance

**American College of Dubai, UAE** Sep 2006-Dec 2008

Associate Degree in Business Administration

**The Number 120 High School, Shen Yang, China** Jul 2006-Sep 2006

A’ Level (Grade 12)

**Our Own English High School, Fujairah** Oct 2001-May 2006

Senior 1 to Senior 5 – Secondary Level

**Chao Yang Yi Primary School, Shen Yang, China** Aug 1994-Jun 2000

Grade 1 to Grade 6 – Elementary Level

**Professional Skills**

* Proficient in using Microsoft Office, Adobe Photoshop and Abacus (Tax computation)
* Excellent oral, interpersonal and presentation skills
* Excellent leadership and organizational skills
* Detail-oriented and are good in analysis and logical thinking
* Excellent time management, analytical, organizational and problem solving skills
* Leadership expertise & hard working
* Planning and management skillfulness
* Aptitude to conceptualize and implement novel ideas
* Problem solving and decision making abilities
* Following up on new technologies
* Sound ability to learn fast and grasp information easily
* Quick learner, dedicated, innovative and self-motivated team player
* Committed to maintaining work quality, accuracy and efficiency
* Positive attitude with the ability to adapt to new challenges
* Superbly organized and able to meet deadlines and perform under pressure

**References**

**Will provide up on request**