**Pooja**

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**Insert**

**Professional photograph**

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

**Contact Details: C/o 0504973598**

**Email id:** **Pooja.317393@2freemail.com**

**PROFILE**

Currently working as Accounts Assistant in D One Maine LLc. Completed undergraduate degree BA (hons) in Accounting and Finance at the Middlesex University, Dubai, May 2015. I am keen on working in sectors related to accounting and finance. Excellent organization skills, problem solving and peoples skill with dedication to clear communication, energy in commitment and willingness to learn, enthusiastic, effective presentation skills, an eye for details, motivated and a high achiever.

**KEY ACHIEVEMENTS**

* Winner of the IMA group case study competition 2015, Middle East and Africa.
* Secured 2nd position in a group project on statistical research, allocated tasks and led project and the team through to conclusion**,**

**PROJECTS**

* **IMA Student Case Competition 2015-Middle East and Africa**-Strategic analysis of internal and external environment
-Identifying ineffective internal controls and suggesting alternatives
-Redefining the scope of internal audit
-Understanding the operations of capital trusts

**EMPLOYMENT EXPERIENCE**

* **Accounts Assistant ,D One Marine LLC November 2015-Till date**

 - Preparing daily cash report of all branches.

 - Checking the limit of discount and credit limit of sales invoices.

 - Petty cash and cheque book entries.

 - Follow up with the customers for receivable.

 - Preparing sales report on a daily basis.

 - Payment releases to suppliers.

 - Reconciliation of receivables and payables.
 -Documents financial transactions by entering account information.
 -Recommends financial actions by analyzing accounting options.
 -Verifying the accuracy of invoices and other accounting documents or records.
 -Update and maintain accounting journals, ledgers and other records detailing financial business
  transactions (e.g., disbursements, expense vouchers, receipts, accounts payable)

 -Enters data into computer system using defined computer programs (Focus erp 6)
 - Compile of relevant data and prepare a variety of reports.

* **Sales Promoter, NMC Trading February 2013-December 2014**

-Demonstrate and explain products, methods, or services in order to persuade customers to purchase products or utilize services.
-Identify interested and qualified customers in order to provide them with additional information.
-Keep areas neat while working, and return items to correct locations following demonstrations.
-Practice demonstrations to ensure that they will run smoothly.
-Prepare and alter presentation contents to target specific audiences.
-Provide product information, using lectures, films, charts, and/or slide shows.

* **Account Executive Intern, Panis and Shah Associates DMC April 2012-September 2012**

-Assisted in performing general ledger accounting functions as needed and/or assigned (e.g. general ledger, purchasing, invoicing etc.) for the purpose of ensuring that department functions are completed in an accurate and timely manner during short times of need.

-Month End reconciliation of aging payables followed by preparing payment vouchers.

-Cheque releases to suppliers.

-Petty cash and cheque book entries.

-Follow up with the clients for payments.

**EDUCATION & TRAINING**

* Currently pursuing ACCA from Phoenix Financial Training.
* Completed undergraduate degree of BA (hons) Accounting and Finance at The Middlesex University, Dubai.
* Completed All India Senior Certificate Examination C.B.S.E, 10th and 12th Grade from The Indian High School, Dubai.

**CORE SKILLS**

* Expert in MS Word, MS PowerPoint, Outlook and Explorer
* Intermediate in accounting software’s such as Focus, Tally erp 9, One Source, Minitab and SAGE 50 Accounts
* Intermediate in MS Excel
* Well-developed analytical and numerical ability.
* Strong oral and written communication skills.
* Able to focus under pressure.
* Organization and prioritization skills.
* Analytical thinking and planning.
* Problem analysis and ability to solve problems efficiently.

**PERSONAL DETAILS**

* Date of birth 11th August 1994
* Marital status Single
* Nationality Indian
* Languages known English, Hindi and Gujarati