**CURRICULUM VITAE**

Name : Susan

[Susan.331273@2freemail.com](mailto:Susan.331273@2freemail.com)

Nationality : Indian

Marital status : Married

Positions Held in My Career : Accountant & Senior Accountant

Languages Known : English, Hindi & Malayalam

Availability : Immediate

**Experience: -**

**July ’03 to Dec ‘16** : Worked as an **Accountant** with **BILDCO** inAbu Dhabi, UAE.

**Duties: -**

Revenue Invoicing, Inventory control and reconciliation, Receivables tracking and follow up, Dealing with banking matters, Reallocation of petty cash, Handling day to day accounts in ALPHA ERP and Generating customized management reports as and when needed.

Works as a bridge between Head Office and its branches, Interacting with Internal and External Auditors in completing Audits quarterly.

Keeping records for Share Portfolio and completing necessary entries in ERP and preparing reports for the Managing Director.

Other duties as and when required in Accounts Dept.

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**Sept ‘00 to Nov ’02** :Worked as an **Accountant** with **Ali & Sons Group of Co.,** Abu Dhabi.

**Duties:**

Preparing Monthly Income per fleet Analysis.

Generating Monthly Car Rental & Limousine Services Income Reports. Preparing Cheques, Invoices, and Receipt & Payment Vouchers. Creditors Control. Preparation of Debtors Ageing Reports, Reconciliation of Bank & Inter Company Accounts, Handling of petty cash & Reallocation of Expenses, Preparation of Monthly JVs (i.e. Salary, Leave Salary & Indemnity Provisions, Deprecations, Insurance, Bank Charges, Expense etc.) and accounting up to Trial balance & P & L A\c.

**May ’00 to July ’00** :Worked as a **Senior Accountant** (on a leave vacancy) with **Al Mansoor Enterprises,** Abu Dhabi.

**Duties:**

Monitoring and updating daily bank balance in Excel and Receivable Statements. Preparing payment vouchers, cheques to Suppliers & Employee’s salaries etc. Preparing Receipts for Cheques\Cash received from customers and lodging the same to bank. Checking due dates of PDC’s issued and updating Bank accounts accordingly. Preparing monthly JVs such as petty cash reallocation for H.O & sites, Salary Provision of for Gratuity & Leave Salary, Accrued Income, Interest and Bank charges, Fuel Reallocation, Accrued Expenses etc., Preparing Receivable & Payable Statements for month end. Extracting Receivable & Payable Ageing report. Preparing Bank Reconciliation Statement & Management Reports.