And Quickbooks as well as Peach

ROBERT

[ROBERT.331359@2freemail.com](mailto:ROBERT.331359@2freemail.com)

Date of birth 21 April 1984

Nationality Zimbabwean

Languages English, French

Marital status Married

Current Location Dubai, UAE

Visa type Transferable Employment

Available Immediately

Personal attributes

I am an accounting and financial professional with 10 years of experience in financial accounting specialising in Budgeting, Invoicing & Billings, Inventory Management, Procurement, Payroll, Cash Flow Management, Vendors and Banks Reconciliation. I also have experience in Audit Preparation and also in Accounts Finalization as well in software such as Tally ERP9, QuickBooks and Peachtree. Also have experience in Search Engine Optimization and online brand management. I managed to assist in the improvement of sales and performance with a proven track record on effective cost reduction.

**SKILLS**

* QuickBooks, Tally ERP9, Peachtree and BOSS (Back Office Support System)
* Microsoft Office Applications
* English fluency written and spoken
* Data Security
* Cloud Computing

**EMPLOYMENT PROFILE**

**Capex Hassan Auditing Dubai, UAE 2015 - Present**

Position: Senior Accountant

Duties:

* Oversaw financial accounting
* Daily and regular **bank** reconciliations
* Managed daily, weekly, monthly and annual financial reporting
* Managed financial accounting roles for 5 clients including a chain of travel agencies since May 2015 to date
* Assisted successful auditing of whole client portfolio approved by DAFZA, HAFZA, JAFZA, and DMCC among other regulatory bodies.
* Assisted in the preparation of account schedules as required by outside auditors
* Created a training program for inventory control and file management with clients

Professional expertise includes:

* Data back up
* Payroll Management
* Finalizing books of accounts
* Budgeting and Forecasting
* Audit Preparation

Achievements

Slashed payroll/benefits administration costs 30% by taking over their entire accounting department, while ensuring quality service delivery customer satisfaction.

**V-Promise Pvt Ltd New Delhi, India 2013 - 2015**

Position: Accountant/SEO Specialist

Duties:

* Streamlined accounting and bookkeeping processes to reduce work paper and document requirements
* Supervised and ensured accuracy of revenue, receivable and expense accrual accounts
* Managed to improve and manage clients online brand management
* Daily analysis of various **Search Engine Optimization SEO** programs
* Oversaw various content management campaigns on behalf of clients

Professional expertise includes: Financial Accounting

Preparation of Financial Statements

Vendors Reconciliation

Customers Reconciliation

Achievements

Assisted in boosting customer's base over 60% since March 2013

Navigant Technologies Gurgaon, India 2012 - 2013

Position: Senior Customer Service Supervisor

Duties:

* Analysed statistics and other data to determine the level of customer service performance achieved by the team and them
* Assisted in the hiring process, payroll, special projects and reports
* Provided prompt and accurate information to customer queries

Murray and Roberts Gweru, Zimbabwe 2007 - 2008

Position: Cost and Production Accountant

Duties:

* Develop and managed complex excel-based financial models
* Conducted analysis for cause of change/variance tracking reporting
* Managed the reparation of Monthly Budgets
* Maintain Inventory Control

Achievements

Slashed wastage costs in plant by 10% in a time span of 11 months

**Professional Qualifications**

Mahatma Gandhi University Delhi, India

MBA (Finance) 2012 - 2014

Bundelkhand University Jhansi, India

Bachelor in Business Administration 2009 - 2012

Hobbies

* Reading
* Travelling
* Music