**TEENA**

**TEENA.337221@2freemail.com** ****

**Seeking assignments in Finance Management with an organisation of repute**

 **PROFESSIONAL SUMMARY**

A competent professional with more than eight years’ experience in a demanding accounts payable role. Proactive approach evident in extensive upgrade of control procedures and improved audit results. Proven ability to establish good working relationships with diverse vendors and service providers. Extensive experience of the full cycle accounts payable process in a high volume manufacturing environment. Proven ability to maintain precise records and proficient in a number of accounting applications. A hard worker with strong vendor relations and communication skills.

**ORGANISATIONAL EXPERIENCE**

**Growth Path:**

* July 2016 – January 2017 : Accounts Payable Accountant, Sandvik Middle East Fze DMCC, JLT(Temporary)
* May‘2015 - June’2016 : Accounts Payable Accountant, Champion House Sports, UAE (Temporary)
* Sep' 2014 – Apr’2015: Accounts Payable Administrator, Proserv Middle East Fze, Oil & Gas Co, Jebel Ali
* July’2012- Aug’2014: Accounts Payable Officer, Supreme Group, UAE
* Jan’2012 -JUNE’12: Accounts Receivable Officer, Al Areesh Customs Clearing, UAE
* April’07- Dec’11 : Accounts Officer, M/s. DAY to Day Communication, India

**ACCOUNTS PAYABLE ACCOUNTANT**

**- ( JULY 2016 – January 2017 )**

Sandvik is a global [company](https://en.wikipedia.org/wiki/Corporation) founded in 1862 in [Sandviken](https://en.wikipedia.org/wiki/Sandviken), [Sweden](https://en.wikipedia.org/wiki/Sweden). Sandvik is a [high-technology](https://en.wikipedia.org/wiki/High_tech) [engineering group](https://en.wikipedia.org/wiki/Engineering) in [tools](https://en.wikipedia.org/wiki/Tool) and tooling systems for [metal](https://en.wikipedia.org/wiki/Metal) [cutting](https://en.wikipedia.org/wiki/Cutting), equipment, tools and services for the [mining](https://en.wikipedia.org/wiki/Mining) and construction industries, products in advanced [stainless steel](https://en.wikipedia.org/wiki/Stainless_steel) and special [alloys](https://en.wikipedia.org/wiki/Alloy) as well as products for industrial heating. Sandvik has about 45,000 employees and sales in more than 150 countries. Invoiced sales is approximately [SEK](https://en.wikipedia.org/wiki/Swedish_krona) 86 billion. Sandvik was the first company to commercially exploit the Bessemer Steel process.

* Main responsible is for Accounts Payable cycle
* Ensure that all payments are made in accordance with company policy;
* Booking Expenses through 3 way match report.
* To do General Ledger Accounting
* To do trend analysis for GP and A&S cost
* To do monthly ICM reconciliation
* Prepare schedules for month end process.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Review and process employee travel reimbursement reports.
* Assist with preparation and coordination of the audit process.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Prepare and submit weekly/monthly reports.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Maintains professional and technical knowledge by attending educational workshops reviewing professional publications; establishing personal networks participating in professional societies.
* Accomplishes the result by performing the duty.
* Contributes to team effort by accomplishing related results as needed.

**ACCOUNTS PAYABLE ACCOUNTANT**

**CHAMPION HOUSE SPORTS (May 2015 -June 2016)**

Temporarily worked with Champion House Sports in UAE as an Accounts Payable Accountant. Champions is a dynamic, service - oriented company, it have been fully operational for more than a decade with a team of over two decades of industry experience. Review all invoices for appropriate documentation and approval prior to payment

* Sort and distribute incoming mail.
* Prioritize invoices according to cash discount potential and payment terms
* Process check requests
* Audit and process credit card bills
* Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
* Respond to all vendor inquiries
* Reconcile vendor statements, research and correct discrepancies
* Assist in month end closing
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
* Assist with other projects as needed.

**ACCOUNTS PAYABLE ADMINISTRATOR**

**PROSERV MIDDLE EAST FZE JEBEL ALI (September 2014 - April 2015)**

Worked as Accounts Payable Administrator in Proserv Middle East FZE, Jebel Ali, which is headquartered in Aberdeenshire, UK, specialises in exploration & production, drilling, and infrastructure technical solutions and services to the global energy industry.

* Coordinating with the vendors for invoicing and for clearance of Outstanding
* Verify and process all accounts payable documents.
* monitor payments and expenditures
* reconcile 350 vendor's accounts
* negotiate payment terms with vendors/suppliers
* resolve invoice discrepancies
* process credit memos
* manage vendor issues
* maintain updated vendor files
* maintain the general ledger
* Perform month end account analysis
* Generate and distribute monthly financial reports.
* Worked on ERP –Microsoft Dynamics Axapta 2012

**ACCOUNTS PAYABLE OFFICER**

**SUPREME FOOD SERVICE FZE DSO (July 2012 – August 2014)**

Supreme Group a European Company in UAE, as Accounts Payable activities, Main responsibility is to co-ordinate with the Vendor’s for payment and invoicing and to reconcile the books of accounts. Supreme Group is a multi-billion dollar company, providing Supply Chain services to defence, government, and commercial clients in challenging environments around the world. The Group has 8,500 employees of 70 different nationalities.

* Generate Payments to Vendors
* Generate Credit Card payment of Directors
* Responsible for vendor management
* Reconciliation of books of Accounts
* Preparing Bank Entries & Bank Reconciliation
* Coordinating with the vendor’s for payments ,invoicing and SOA
* Working for Audit Requirements.
* Work within deadlines without Supervision
* Invoices are paying before the due dates , and availing all discount
* Providing Bank Confirmation and Payment Details to all vendors
* Worked on ERP -Microsoft Dynamics –Axapta 4 & Axapta 2012

**ACCOUNTS RECEIVABLE OFFICER**

**AL AREESH CUSTOM CLEARING CARGO VILLAGE DUBAI ( January 2012 – June 2012)**

Worked as an Accounts Receivable Officer in Al Areesh.. This company is a leading Transportation & Cargo Clearance Company with more than 150 vehicles in the transportation business and is a well-established leader in the E-Clearance business. Al Areesh Cargo and General Land Transport was established in 1994. This company is in lined with Management Services under the sole proprietorship.

* Direct Reporting to Director of Finance .
* MIS reporting to the management.
* Tracing the account to get some mode of contact
* Convincing the customers for settlement
* Co-ordination with the team members to maximize collection efficiency by sharing volumes or tasks assigned
* Minimizing revenue loss by avoiding huge discounts in Account Settlements.
* Advising further actions/consequences of non payment.
* Ensure follow-up on all Return Cheques for resolution.
* Preparation of Cash flows, Budgets of the company.
* Auditing of the Account Statements of different branches and consolidation.

**ACCOUNTS OFFICER**

**DAY TO DAY COMMUNICATION ,INDIA (April 2007 – December 2011)**

* Knowledge of basic accounting principles.
* Expertise with usage of valid accounting software.
* Verification of official, bank and other documents.
* Handling of Cash flow and Petty Cash of various departments.
* Collecting and analysing corporate financial data to prepare the financial reports.
* Day to day general accounting verifies and posts transactions to journals, ledgers and other records.
* Keeping track of accounts payables and receivables.
* Carry out reconciliation of all accounts.
* Provide assistance in preparing financial statements according to company policies.
* Assisting in the finalization for Company Audit Processes.

**EDUCATIONAL CREDENTIALS**

* 2015 Currently Doing MBA in Finance.
* 2007 Bachelor of Commerce from Mahatma Gandhi University.

 **IT Skills**

* Well versed with MS Office
* Data Entry and Management
* PGDCA (Post Graduation Diploma in Computer Application)

**Accounting Packages:**

* Tally 7.2, Tally 9
* Peach tree.
* Quick Book
* Axapta 4
* Axapta 2012 – Accounts Payable /Accounts Receivable
* AURORA 3
* SAP

**PERSONAL DETAILS**

Date of Birth : 22.06.1984

Nationality : Indian

Marital Status : Married

Languages Know : English, Hindi, Malayalam

Visa Status : Husband Sponsorship

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge

Place:

Date: