**Ambrose**

Accounts Payable/Receivable

Bur Dubai: UAE

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**(Available for Immediate Joining)**

**Career Objective:**

To excel myself in the field of Accounting and finance and eventually grow by undertaking challenging pursuits in the same field, there by contributing towards the growth of the company in which I work.

**Qualification**:

* Bachelor of commerce, Dharwad University (India)-2008
* Certificate in E-Office, Manipal University (India)-2009
* Pursuing Master of Commerce, Karnataka University (India)

**Key Skills & Competencies:**

* Cash Management & Payroll.
* Cash Flow Statement.
* Trial Balance and Profit & Loss Account
* Excellent Knowledge of Microsoft Excel, Word & Power Point.
* Knowledge and Experience of various accounting software such as :

Oracle JD Edwards Enterprises One ERP, Tally 9 ERP, IBM AS-400.

* Experience of working to tight Deadlines with limited resources.

**Work Profile:**

* **Al Maya Group – Dubai (UAE) May 2014 – May 2016, as an Accounts Payable/Receivable. Company Profile: Leading FMCG Company in UAE.**
* Passing daily, timely & accurate Sales & Purchase Entries, matching of invoices and validating approvals, make a monthly Ledger reconciliation.
* Ensure Daily Sales Statements of Supermarkets, Wholesales (W/H) and other outlets, received on a timely basis.
* Verify the accurate entries of daily collections (i.e. cash, current cheques, foreign currency, TT and PDC) into the books.
* Follow up with Revenue generating departments and verify the complete set of documents towards LOB before it is entered in the system.
* Bank Reconciliation.
* Coordinates and liaises with the sales team and the warehouse team. Monitoring credit terms and follow-up with Debtors to ensure receipts are received by the due date.
* Review of balance sheet transactions to ensure accuracy, sufficient documentation and ensure all balances properly supported and recording correcting entries a required.
* Prepare monthly Provision of Accrued Expenses.
* Respond to inquiries from vendors and operations.
* **Al Qurum Jewellery LLC, Oman (Muscat) May 2013 – Dec2013 Office Assistant. Company Profile: Import and Export.**
* Preparation of Import and Export Documents.
* Preparation of Quotations, Purchase Orders, Invoices etc.
* Preparation of sales and stock reports.
* Payment schedules, timely vendor’s payments, reconciliation and finalizing of suppliers Accounts.
* Preparation of payment advices, LTR’s and other bank related Documents.
* Preparation of sales and stock reports.
* Interacting with purchase dept and stores.
* Assisting internal and external auditors with the queries.
* **Narayana Hrudayalaya Dental Clinic Pvt Ltd, India Dec 2012 – April 2013 Accounts Executive. Company Profile: Hospital.**
* Preparation of daily clinical reports.
* Petty cash management, Day to day accounting of cash book and cheque book.
* Corresponding with the suppliers invoices preparation and handling purchase activities.
* Bank Reconciliation, Cash Handling, Payroll.
* **ICICI Prudential Life Insurance Private Limited (India) Jan 2010 – Nov 2012 Underwriter. Company Profile: Insurance Industry.**
  + Underwriting – Scrutiny of Insurance Application.
  + Downloading Receipts from Bank Applications.
  + Tracking and Monitoring the daily volumes and comparison of variances from previous periods.
  + Preparation and follow up of exceptional reports with client CSR’s.
  + Maintaining and editing the daily and permanent business data.
  + Analyzing month on business and sending the required reports to different stockholders.
  + Receipting of cheque and credit card.
  + Sending out the various reports like daily requestors report, pending data report to the various effect**s.**

**Personal Details:**

Nationality : INDIAN

Date of Birth : 10/08/1987

Sex : Male

Marital Status : Single

Language : English, Hindi, Konkani etc.

Visa Status : Visit Visa

**Declaration:**

I hereby declare that the above furnished information are true and correct to the best of my knowledge & belief.

Date:

Place: (**Ambrose**