

Contact HR Consultant for CV No: 342380

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**Career Objective:**

Self-motivated and technically skilled accounts receivable specialist with experience in man-aging over accounts. Attention to detail and organizational skills evident in the preparation of accurate weekly and monthly reports within tight deadlines. Good understanding of general accounting procedures. Strong problem-solving and communication skills demonstrated in successful resolution of customer billing issues. Recognized as a dedicated worker who is driven to meet accounts receivable targets and contribute to the company's profitability.

**Work Experience:**

**Accountant (Accounts receivable)**

**Tristar Transport LLC, Dubai.**

**(January 2015 to January 2017)**

* Prepare customer's statements, bills and invoices.
* Responsible for credit collections on all accounts by contacting the customer by phone, e-mail and written correspondence. Preparing and maintaining customer’s monthly reconciliation schedules.
* Prepares work to be accomplished by gathering and sorting documents and related in-formation.
* Pays invoices by verifying transaction information; scheduling and preparing dis-bursements; obtaining authorization of payment.
* Obtains revenue by verifying transaction information computing charges and refunds, preparing and mailing invoices; identifying delinquent accounts and insufficient pay-ments.
* Verifies accounts by reconciling statements and transactions.
* Resolves account discrepancies by investigating documentation issuing stop pay-ments, payments, or adjustments.
* Maintains financial historical records by filing accounting documents.
* resolved accounts receivable issues with customers
* Contributes to team effort by accomplishing related results as needed.

**Professional Skills:**

* Exceptional understanding of organizational strategy and direction in defined service areas with ability to draft clear and concise reports and other professional documenta-tion
* High professional standards; maintain focus on achieving results while formulating and implementing solutions to meet diversity of needs
* Exceptional numerical competence coupled with ability to determine best ways to re-solve problems
* Pay attention to small details with capability to work on multiple tasks simultaneously ensuring dedication, commitment and motivation
* Keeps abreast of business environment around and up-to-date with current issues and changes in the industry regulations
* Quick learner and open to learn other related domains
* Strong analytical and problem-solving skills, effective written and verbal communica-tion skills, interpersonal skills, excellent presentation skills, sound judgment and profi-ciency in tools and systems

**Academic Credentials:**

* **Master Of Business Management(MBA) in Banking & Finance,** from Vish-veshwaraya Technological University Belgum, Karnataka, India in 2014
* **Bachelor of Business Management** from Mangalore University, India in 2012

**Academic Project:**

Title : Analysis & study of Priority Sector Lending.

Company : Laxmi Vilas Bank, Bangalore

Duration : 3 Months (April’2014-June’2014)

**ERP & Tools:**

* Oracle, Exceed, MS- Office 2010 (MS-Word, MS-Excel, Power point)
* Tally ERP 9

**Achievements:**

* Organized & participated in “National Level Management Fest”, own the second place in “Team Built Activity”.
* Participated in “Konkanni Niranthari” Singing Marathon, conducted by Mandd Sob-hann, premier Konkani cultural organisation, which bagged Guinness world record sin 2008