***KEERTHAN***

[***KEERTHAN.358440@2freemail.com***](mailto:KEERTHAN.358440@2freemail.com)

* **Career Objective :-**

Seeking a responsible position for the accounting post, where I can explore my knowledge and skills in the accounting field of your esteemed organization.

* **Highlights :-**
* Over 3 years of experience in **UAE** accounts & finance.
* Invoice Management
* Payment follow up & Postings
* Expert in MS Excel, MS Word
* Account Reconciliation
* Reporting proficiency
* Filling & Emailing
* Complex problem solving skill
* Strong communication skill
* Effective time management
* Being friendly with colleagues and client & comfortable with routine work.
* **Employment History :-**

1. **General Accountant** – January 2017 to Current date

Rain Tree Hotels Dubai

1. **Accounts Receivable** – December 2013 to January 2017

Regent Palace Hotel Dubai part of Ramee Group of Hotels & Resorts

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* ***Job Responsibilities:-***
* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* To assist internal and external financial audit of the Company.
* Facilitate prompt payment of invoices by sending SOA, emails/reminders and proper follow up with delinquent account holders.
* To preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports.
* To prepare& reconcile the Municipality Tax Report & Tourism Dirham Fees on monthly basis.
* To prepare& submit MIS reports to Management office.(monthly, quarterly & yearly)
* Ensure all payable documents carry appropriate approvals and supporting documentations; validate the same prior to the accounting entries. Ensure periodic reconciliation of supplier statement to identify & rectify discrepancies, if any.
* Responsible for maintaining Supplier master and timely update of Terms of Payment to ensure payments as per agreed credit period.
* To prepare the bank reconciliation statement on monthly basis.
* To Prepare the Staff Salary, Leave Pay and Full and Final Settlement.
* To Calculate the provisions (Leave Pay, Gratuity & Depreciation)
* To Submit the Aging Summary/Accounts Receivable reports every fortnightly to Management office.
* To Reconcile Room Division & Outlets Credit Card Collection and Cash Collection on daily Basis.
* To maintain cash day book & petty cash statement
* To follow up the advance payment for room bookings before guest arrivals by sending the pro-forma invoice.
* Checking & verifying credit card details of concerned party/guest before charging card.
* Research and resolve any discrepancies in credit card payment/accounts receivable amount and take measures so that they do not arise again.
* To preparation of Profit & Loss account on monthly basis.
* Implement and maintain all credit policies and procedures & reconcile accounts with payment problems.
* To conduct monthly credit meeting, including explaining past due accounts and outlining plans for collection.
* To reconcile the room division sales commission payment (Booking.com, expedia.com Hotel Reservation Service etc.)
* Review A/R ageing for accuracy and correct postings and develop and implement financial control procedures and systems.
* Monitor and ensure non-contract purchases are supported with appropriate quotes and evaluation in accordance with the purchasing policies and procedures.
* Handling Sundry Debtors, Credit control.
* To prepare & submit Govt. related reports daily & monthly basis.
* Maintain and develop positive internal and external client relationships through effective communication and dialogue.

1. **Accountant & Audit Assistant -** Oct -2011 to Nov 2013

Naveen Rajpurohit &Co. Bangalore (Chartered Accountant Firm)

* Updating accounts of Proprietorship, Partnership firm & Companies
* VAT/COT Monthly / Quarterly returns.
* Assist in Statutory audit & VAT 240 audit under K VAT Act 2003.
* Preparation of Service Tax Monthly / Quarterly returns/Challan.
* Preparation& Calculation of Professional Tax &TDS
* To visit the client office to check the all accounting Reports & maintain accurate financial records for all transactions.
* To prepare & check the bank reconciliation report.
* To submit the tax filing before deadlines.
* **Education History :-**
  + POST-GRADUATED IN COMMERCE **( M. Com )** FROM “ MYSOREMANASA GANGOTHRI UNIVERSITY “ OF KARNATAKA,INDIA
  + GRADUATED IN COMMERCE **( B. Com )** FROM “ MANGALORE UNIVERSITY “ OF KARNATAKA,INDIA
* **Additional Skills :-**
* IDS (Intellectual Data System) Tally, Outlook, MS Office, Internet Applications.
* **Personal Information :-**

Date of Birth : 31/07/1990

Nationality : Indian

Marital Status : Single

Visa Status : Employment Visa (Transferable)

Languages : English, Hindi & Kannada - (Speak, write & read)

**Areas of Interest: -**

Listening Music, Playing Games, Traveling, Reading books & news paper

**Declaration:-**

I hereby declare that all the information furnished above is true & genuine to the best of my knowledge.

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