**THANU**

[**THANU.358591@2freemail.com**](mailto:THANU.358591@2freemail.com) ****

**CAREER OBJECTIVE**

**M.B.M post graduate with 8 years’ experience in Finance, willing to join immediately to undertake challenging position in reputed organization as Finance Executive.**

**PERSONAL PROFILE**

* Excellent interpersonal & team building skills
* Analytical, decision making & book keeping skills
* Effective verbal & written communications skills
* Attention to detail and high level of accuracy
* Computer skills includes ability to operate computerized accounting software **(ERP Tally, ERP BAAN, (Final 7 & Premia -ORACLE),** Word processing programs and E-mail at a proficient level
* Stress Management & Time Management Skills
* Proven ability to work both independently and collaboratively with different levels of employees

**PROFESSIONAL EXPERIENCE**

***Organization*  : *Bowring Marsh Insurance, DIFC, Dubai.***

Designation : Senior Accountant (**Final 7 & Premia -ORACLE**)

Duration : 2 1/2 years

**Roles & Responsibilities**

1. **Perform day to day activities to ensure finances are maintained in an effective, up to date and accurate manner**

* Verify, allocate, post and reconcile transactions in respective client’s account
* Review and recommend modifications to accounting systems and procedures
* Managing all types of accounts for insurance brokers by keeping spreadsheets of incoming revenues including premiums and claims.
* Perform day to day financial transactions that includes monitoring of bank accounts (various currencies) verifying, classifying and computing accounts receivables data
* Research and allocate unallocated/unmatched cash
* Generate ageing analysis report on monthly basis and Produce error-free accounting reports
* Carry out collection and reporting activities according to specific deadlines
* Monitor customer account details for non-payments, delayed payments and other irregularities
* Research and resolve payment discrepancies
* Investigate and resolve customer queries and process adjustments
* Communicate with customers via phone and email

 Organize and maintain retention files for required duration

* Tracking outgoing funds, including payout of claims and operating expenses.
* Provide input into department’s goal setting process
* Experience with general ledger functions, payments, depreciation schedule and gratuity schedule.
* Facilitate and complete monthly close procedures and resolve accounting discrepancies and irregularities
* Analyze revenues, commissions and expenses to ensure that they are accounted correctly
* Prepares monthly bank account reconciliations

1. **Complete Payroll functions and support finance manager to prepare monthly and yearly management accounts**

* Calculate salaries, benefits and online transfers
* Preparing and analyzing quarterly reports and correcting discrepancies
* Ensure accurate and timely closing process of month, quarter and year end
* Support on forecast activities and cash flow
* Assist in internal and external audits
* Ensure the confidentiality and security of all financial and employee files

***Organization*  : *National Cables Industry, Sharjah.***

Designation : Accountant – Payables (ERP BAAN)

Duration : 3 years

**Roles & Responsibilities**

1. **Perform day to day processing of accounts payable transactions to ensure finances are maintained in an effective, up to date and accurate manner**

* Receive and verify invoices and requisitions for goods and services.
* Verify and ensure that all transactions comply with the organizations financial policies and procedures & Data entry of invoices for payment.
* Forecasting monthly payments and maintain accounts payable list before payment
* Process online bank transfers with foreign exchange rates for international transactions & Preparation of manual/computerized cheques.
  + Manage weekly & monthly cheque run and recording cheque details.

**2. Complete Payroll functions in order to ensure timely salary payment**

* Calculate salaries, benefits, overtime & deductions of 230 employees.
* Data entry of payroll information, transfer of salaries & vacation money to

the employees’ concerned bank accounts.

1. **Provide administrative support in order to ensure effective and efficient office operations**

* Maintain inventory files.
* Maintain a filing system for all financial documents.
* Ensure confidentiality and security of all financial and employee files.

***Organization*  : *Bidayaat LLC***

Designation : Accountant (ERP Tally)

Duration : 2 ½ years

**Roles & Responsibilities**

1. **Ensure timely verification and recording of revenue, expenses, suppliers invoices, capital expenditure, receipts, payments, depreciation schedule, gratuity schedule, intercompany accounts, bank reconciliations and financial transactions in the accounting software systems in accordance with the authorized policies and procedures of the organization and laws and regulations of UAE**

* Produce error-free accounting reports and present their results.
* Classify receipts for the purpose of recording financial transactions in proper records and maintaining debtors list and follow up for the payments on time.
* Perform pre-audits of all suppliers’ invoices for the purpose of ensuring accuracy and appropriateness prior to payment and preparation of manual/computerized cheques.
* Preparation of payroll costs and payroll payments on a monthly basis for 110 employees after verifying overtime and deductions on monthly basis.

1. **Supporting finance manager to prepare monthly management accounts**

* Prepare historical and projected cash flow statements on a weekly basis & prepare reconciliations of bank on a weekly basis and cash on daily basis.
* Keep track of actual expenditure against the budget and raise an alarm in advance to ensure expenditure is within budget.
* Support month-end and year-end closing process and interaction with internal and external auditors.
* Maintain the office filing system and records, related to accounts and finance.
* Deposits funds collected from sister concerns to respective bank accounts and making payments and receipts for the Head Office.
* Raising and forwarding LPO for Head Office stationery.
* Secures financial information by completing database backups.

***Organization* : *800 Properties, Dubai***

Designation : Accountant (Peachtree)

Duration : 3 months (Temporary)

**Roles & Responsibilities**

* Handle full spectrum of financial and cost accounting role i.e. AR, AP, GL, forecasting & budgeting of 3 concerns such as Kaizen (Facility Management), Loft Office and Office park (Property Management) & Cordoba Residence (Homeowner’s Association Management).
* Responsible for day to day finance and accounting operations.
* Perform cash flow forecasting, budgeting, accruals and Issue monthly reports of 3 concerns for review and approval of Finance Manager & CEO.
* Coordinate monthly closing process and reconciliation of general ledger accounts.
* Maintain system of accounts and keep records on all company transactions and assets.
* Payroll Management.

**ACADEMIC PROFILE**

Courses : **CIMA** (ongoing)

: **M.B.M** (Master of Bank Management)

: **B.B.M** (Bachelor of Bank Management)

**COMPUTER PROFICIENCY**

ERP 9 Tally, ERP BAAN, MS Office – “Word, Excel & Power Point”, Internet & Email

**PERSONAL DETAILS**

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| --- | --- | --- |
| DATE OF BIRTH | : | 26th OCTOBER, 1978 |
| SEX | : | FEMALE |
| NATIONALITY | : | INDIAN |
| MARITAL STATUS | : | MARRIED |
|  |  |  |
|  |  |  |
| VISA STATUS | : | HUSBAND’S VISA |

I hereby certify to the best of my knowledge and belief that the above information are true.