**Uday**

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# PROFILE

A senior Finance and Accounting professional with over 22 years of robust experience in UAE and India across payable management, financial analysis & reporting, reconciliation, formulating and implementing the finance & accounting policies/ procedures & statutory enactments with the ability to relate theory with practice. Proficient in developing financial management mechanisms that minimize financial risk and designing & implementing systems/procedures to achieve financial discipline and enhance the overall efficiency of the organization. Dexterity across managing various accounting activities viz. bank reconciliation, account finalization, preparation of various reports, preparation of Financial Account Statement, Trial Balance, Profit & Loss Account and Balance sheet. Self-motivated and goal-oriented with a high degree of flexibility, creativity, commitment and optimism.

# EMPLOYMENT HISTORY

**Real Emirates LLC (Chalhoub Group – Shared Services) Sept 2016 – Feb 2017**

**Accountant Payable Supervisor – Supplier Reconciliation Team**

Reporting to Chief Accountant, I took sole responsibility of almost 230 suppliers reconciliations and advising payments.

This company basically is part of Chalhoub Group undertaking shared services of the Group.

## **Key Achievements**

# Set up of Supplier Accounts in Oracle E-Business with required approvals from the finance

* Weekly reviewed Trade, Service and Inter-company suppliers for maturing invoices for payments and follow up on advances paid.
* Monthly reconciled key suppliers and Quarterly Non-key for following up on reconciling items and successfully cleared them in 7 working days.
* Delivered reconciliation of Intercompany suppliers till 4th working day to close the books with NIL reconciling items as per the group policy.
* Booked entries Oracle ERP, BAAN, Navision 2013 and 2015.
* Created a dynamic template for Finance Review reports which was essential to comply with Group policy to file for CSA purpose (Controlled Self-Assessment)
* Co-ordinated with the associates for booking invoices, payments done, errors in obligations discovered and getting them cleared same time.
* Update Foreign currency on weekly basis for Inventory costing to match with the current market rates.
* Assisted in year End Audit with the required supplier confirmations, reconciliations and preparing foreign currency supplier balances reinstatement to match with filed year end bank exchange rates.

# Style Avenue Dubai LLC (Saks Fifth Avenue) May 2004 – Aug 2016

(Company closed store in August 2016)

**Accountant General**

The company basically was High fashion retail chain of New York based Saks Fifth Avenue.

Reporting to Senior Accountant, I undertook many job responsibilities from creating suppliers to submitting draft financials.

## **Key Achievements**

* Created a rapport with the suppliers with effective payments system and communication skills and negotiating payment terms and successfully got 50% advances payment suppliers to 30 or 60 days’ credit terms.
* Monthly reviewed supplier invoices aging for follow on shipments awaited on advances paid and getting sign off for filing as per CSA (controlled self-assessment) within the preceding 10 working days after the month end as per Group policy.
* Created supplier accounts in ERP Microsoft Dynamics Navision with dedicated number series based on Systematic Operating Procedures set up by the supply chain manager.
* Checked costing files for verifying gross margins, invoices, shipment charges accruals, discounts for Trade or Cash based on terms.
* Furnishing Standby Letter of Credit for overseas suppliers.
* Updated bank balance file for 9 bank accounts, preparing cash flow based on budgeted sales figures and scheduled payments for local and overseas suppliers.
* Creating staff accounts in Navision.
* Preparing salary re capitulation for associates entitled for commission based on personal and store targets achieved after verifying thoroughly for their sales in the system and for stores in the sales flash extracted from Business Objects.
* Managing worksheets for employee’s benefits provisions, calculations for End of Service provisions, Leave Accruals, Leave tickets provisions.
* Preparing and booking monthly payroll entries with provisions.
* Approved advance payments to suppliers based on reconciliations and status of balance shipments
* Performed bank reconciliation for 9 bank accounts and following up for subsequently clearing them.
* Assisted chief accountant by booking month end entries and preparing draft reports before finalization.
* Supervised stock counts, verifying for variances, preparing management approval reports summarized on seasons, divisions and locations and booking stock adjustments for correcting the system Inventory.
* Assisted in Interim and year End Audit for supplier’s confirmations, bank confirmations, schedules for Life/Medical Insurances, depreciation and reinstatement of foreign currency suppliers. (as well got merit certificate of completion on timely manner)
* Handled subordinates jobs for managing fixed assets, service suppliers reconciliation/payments, point of sale reconciliations, handling petty cash, preparing tourney(travel advances) in their absence.

**CompuMe LLC March 1999 – April 2004**

**Accountant**

CompuMe LLC is an IT Megastore now rebranded as Tec Buy Electronics Trading LLC dealing in technology products.

Being a part of accounts team under the supervision of Chief Finance Officer.

## **Key Achievements**

* Handled at least 100 supplier reconciliations and payments in a timely manner
* Managed Bank files and daily cash flows for efficiently utilizing available cash resources for payments purpose
* Booking entries in Accounting in SAP based Dolphin solutions.
* Managed Consignment reports and payments to get more merchandise on consignment basis thereby adding operational efficiency of the company.
* Handled complete payroll activities
* Supervised stock counts to the best so that there is hardly any discrepancy at the yearend Audit
* Prepared Income statement and Balance sheets on timely basis for the review of Chief Financial Officer.
* Handled Audits completely with the help of subordinates and got the clean opinion within the schedule.

**Peacock International LLC November 1997 – December 1998**

**Junior Accountant**

The Company deals with kitchen equipment’s, furnishing, fabrications, installations in Hotels and Companies.

Handled Accounts solely and reporting to the owner.

## **Key Achievements**

* Created Ledger Accounts, Suppliers Accounts and project Accounts in Software Design
* Efficiently managed the accounting entries by booking invoices, managing inventory and project accounts
* Managed petty cash for sudden requirements by the associates for purchasing equipment parts.
* Handled year end to finish within the deadline
* Managed to get bank facility amidst the starting era of the company.

SKM Steels Limited, Mumbai - Assistant Accountant March 1994- August 1997

Leo Shipping Agency, Mumbai – Accountant & Document controller April 1991 – January 1994

Sahil Plastics Private Limited, Mumbai - Data entry operator August 1993 – November 1993

# EDUCATION HISTORY

Professional Qualification: CMA 2016

Bachelor Commerce: Accounts, Audit, Business Communication, Mathematics