### *Seena*

*Seena.372422@2freemail.com*

###  Profile Summary

Finance professional with over 15 years experience in Financial Accounting and Management Reporting. I have multi jurisdiction accounting experience that includes UAE and UK. Throughout my employment in the current organization, I have overseen comprehensive financial accounting tasks including invoicing, monthly account closing, analyzing financial data and producing detailed management reports. A well organized person with effective communication and interpersonal skills.

Experience in various areas including, but not limited to:

* Preparing Financial Statement for Management
* Preparing Cash flow
* Handling A/P, A/R & Payroll
* Dealing with Banks and Bank reconciliation process
* Balance Sheet reconciliation
* Fiscal Period closing processes

### Professional Experience

### Accountant - March 2008 to Present

### Jasper Consult DMCC, Dubai, UAE

**Jasper Consult** DMCC provides specialist services with focus on syndicated loan, strategic planning, inward advisory, partnership selection, market-entry strategy, and capital restructuring.

Reporting to the Managing Director, responsibility included overall financial accounting of Jasper Consult and parent company Jasper Capital. Key responsibilities include :

* Ensuring that the financial position of the group companies is accurate and up to date at any given time.
* Promptly review the validity of invoices obtaining management approval
* Reconciliation of Multiple bank accounts (local and foreign currency) and AP/AR , Reimbursable accounts
* Submit VAT returns every quarter and reconcile the VAT Control Account
* Making regular reports to senior management on income, expenditure and cash flow forecasts.
* Review and reconciliation of inter-company accounts (4 branches).
* Prepare Journal entries and updating monthly prepayments, depreciation and accruals.
* Preparation consolidations of monthly financial reports including debtors creditors, turnover and payroll administration
* Raise invoices in a timely manner on clients in line with agreement.
* Coordination and preparation of the audit process.
* Ensure that appropriate financial regulations and controls in place and in use at all times.

### Accountant - October 2005 to February 2008

### Gemini Consultants & ISI International, Dubai, UAE

**Gemini Consultants** provides consultancy services including business intelligence, market analysis, advocacy, public relations, investment and partnering.

**ISI International** is a British-Iraqi company with its operational HQ in International Zone in Baghdad; specialized in providing security consultancy and security service to Government and multi national companies working in Iraq.

Reporting to the Managing Director, I was responsible in handling entire company accounts of both companies one of it being an offshore company. Key responsibilities include :

* Preparing financial statements, including monthly and annual accounts
* Preparing Management Reports for decision making
* Preparing Client invoices and managing cash flow process
* Preparing salaries for local staff as well as offshore (190 plus employees).
* Operated 7 bank accounts in Local and Foreign currency (USD / GBP).
* Effectively set up process to manage Account Payables and Receivables
* Prepared for month end accruals, depreciation and prepayments
* Prepared monthly bank reconciliations and petty cash reports
* Inter office reconciliation and review of overseas office accounts
* Coordination with external auditors for timely completion of audit.
* Managing ad-hoc administrative functions

### Accountant / Payroll Administrator - March 2001 to September 2005

### Sawan Buying Co L.L.C, Ajman, UAE

**Sawan Buying** is a US based fashion buying house fashion. The UAE monitors the activities relating to manufacturing and exporting of Fashion Labels to US that are produced in U.A.E, Oman and also in Egypt and Jordan.

I reported to the Finance Manager my work profile included general accounting, petty cash management and preparing payroll for 60 + employees located in 2 countries. Other Key responsibilities include :

* Responsible for monthly cost and revenue accruals
* Bank Reconciliation’s and petty cash management
* Maintaining Daily Accounts & Office Administration
* Manage Payroll Function for 60+ Employees Located In 2 Countries with Overtime and Monthly Reconciliation of Payroll Account.
* Preparing LPO and Client Invoices
* Follow up with Debtors & Creditors and reconciliation for the accounts.
* Handling CEO’s Personal Account
* Calculating End of Term Compensation & Yearly Benefits of Employees
* Maintain Fixed Assets Master File For Additions Deletions And Adjustments
* Maintenance of Employee Files and Updating Employee Records
* Handling Overseas Travel requirements of Employees

### Credit Controller - July 1997 to May 2000

### Muthoot Bankers & Financiers , India

**Muthoot Bankers** is a leading and well-known private financial conglomerate in India. Muthoot Group, the parent company has diverse interests including financial services, hotels, inflight catering, power generation, real estate, automobile, entertainment, and exports.

# Reporting to the Financial Controller, I was responsible for accepting the cash deposits and to sanction loans based on guarantee provided by the customer. Key responsibilities include :

* To advise customers on interest percentage for fixed deposits
* Authorize loans on collateral guarantee provided by the customer
* Checking Daily Accounts and prepare credit analysis reports
* Correspondence with Clients and respond to queries
* Preparing Bank Reconciliation Statements
* Report Generation for Management Review
* Preparing Statements on Total Amount of Loans and Deposits
* Customer Care & Investment Consultancy

### *Educational Qualifications*

* **Masters in Accounting & Commerce (M.Com)** With **Financial Accounting as**

 **Main** from Mahatma Gandhi University, India

* **Post Graduate Diploma in Computer Applications** from St. Berchmen’s College, India

### *Computer Proficiency*

Applications Software : Ms- Office (Word, Excel, PowerPoint,)

## Accounting Software : Quicks Books , Tally & Other Custom Built Packages

### *Personal Information*

Sex : Female

Marital Status : Married

Nationality : Indian

Visa Status : Husband Sponsorship

Languages Known : English, Hindi (Speak, Read & Write)

Driving License : Valid UAE driving License