Deepthi

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**A proactive and efficient business management graduate with proven experience in both financial and H.R. sector pertaining to accounts payable, accounts receivable, general accounting, recruitment, employee relations, administration and customer service; Adept at working efficiently to achieve organizational goals thereby creating a mark in my career..**

**Work History:-**

**May 2012-June 2014:- Accountant- Receivables-Mohammed Fakhroo & Bros.W.L.L**

* **Posts customer payments by recording cash,cheque and credit card transactions.**
* **Posts revenues by verifying and entering transactions.**
* **Updates receivables by totaling unpaid invoices.**
* **Verifies validity of account discrepancies by obtaining and investigating information from sales,trade promotions,customer service and customers.**
* **Passing adjustment entries to resolve unresolved discrepancies.**
* **Resolves collection through close scrutiny of each customer account,payment histories credit lines and maintaining close contact with the customers.**
* **Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals,preparing report.**
* **Performing accounts reconciliation statements.**
* **Generate aging report and review them to ensure compliance.**
* **Prepare month end closing.**
* **Assist in audits.**
* **Handle FOREX transactions of the organization.**

**Mar 2011-April 2012 Accounts Asst-Electronic Equipment EST W.L.L.**

* **Reporting to the finance manager of the organization.**
* **Book keeping, working with spreadsheets, ledgers and journals.**
* **Preparing statutory accounts.**
* **Reconciling accounts and filing vouchers correctly.**
* **Handled petty cash and controlling credit and chasing debts.**
* **Handled administration work of the organization.**
* **Closing monthly accounts and holding meetings with sales to ensure collection target.**
* **Responsible for preparation of payroll for employees along with their attendance management.**
* **Handling the joining formalities of new employees.**
* **Inventory control.**
* **Preparation of monthly reports for management meetings.**
* **Assisted in costing.**
* **Handled system training along with along with providing employees updates if any.**

**Jan 2010-Feb 2011 HR Executive- R2 International /Gamucci**

* **Work in close liaison with the CEO and HR Manager to strategically plan HR initiatives benefitting employees there by improving overall performance.**
* **Recruit, screen, interview, hire employees.**
* **Handling campus recruitments & job postings for the establishment.**
* **Part of interview panel to judge the candidate on the basis of their communication as well as HR aspects.**
* **Direct all hiring and training procedures for new employees including preparation of offer letters & contracts.**
* **Custodian of employee directory including their performances and achievements.**
* **Preparing company policies & educating each employee on the company policies and ensuring compliance.**
* **Execution of insurance renewals with suppliers .**
* **Ensuring healthy work environment and responsible for holding skip level meetings and performance appraisal meetings with every employee.**
* **Developing incentive structures and reward formulas to increase drive of employees.**
* **Handling transportation facilities & administrative functions of the organization.**

**June 2006-Dec 2009 HR Officer-Brook Chemicals**

* **Implement and administer HR policies.**
* **Offer recruiting assistance in liason with recruitment agencies and search engines.**
* **Identifying ways to improve policies and procedures.**
* **Assisting in completing joining and relieving formalities of all employees.**
* **Creating and maintaining employee files.**
* **Assist with development of hr policies for the company with regard to employee relations.**
* **Assist with monitoring company wage and salary structure within the organization including bonuses and raises.**
* **Assist with employee communication and feedback through company meetings, suggestion programs, employee satisfaction surveys, one on one meetings.**
* **Handling administration of the organization**

**Educational Background:-**

* **M.B.A in Finance from NIBM- 71.5%.**
* **B.Com(CA) from V.L.B. Janakiammal College of Arts and Science- 66%.**
* **Completed Higher Secondary Education from L.I.P.S-Commerce-88.4%**
* **Completed 10th from C.I.R.S in the year 2001-72.8%**

**Additional Qualifications:-**

* **Proficient in MS-Office& Tally.**

**Personal Details:-**

* **Marital Status:- Married.**
* **Linguistic Skills- English,Hindi,Malayalam,Tamil.**

**Declaration:- I hereby acknowledge that the above mentioned information is true to the best of my knowledge.**

**Deepthi**