

JAINA

Al Nabba, Sharjah, U A E

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**CAREER OBJECTIVE:**

Accounts Executive with 6 years experience in preparation and finalization of accounts. A proven record of success working for Senior Executives. **Offering an exceptional ability to work under high pressure**. Committed to quality performance with an ability to learn new procedures. Flexible, positive and responsive to change. Combine organizational and communication skills with the ability to plan and manage diverse business relationships.

**AREAS OF EXPERTISE:**

* Auditing & Financial Statements
* VAT Invoicing & VAT Reports
* Accounts Receivables/Payables
* Bank Reconciliation
* General Ledger Accounting
* Cash & Bank Transactions
* Stock Management
* Branch Accounting
* MIS Report
* ERP & MS Office.

**Currently working in Dhofar Global Trading Co.LLC, Sharjah as ERP Project Coordinator on Temporary Basis.**

**CAREER PATH:**

**Vaibhav Systems & Networks, Bangalore, India (Hardware & Networking Company): Jan’ 05 to December ’10 as Accounts Executive.**

Selected on the basis of the excellent performance as Accountant cum Administrative executive and reporting directly to the Finance Manager.

**Job Profile:**

* Preparation and analyzation of Accounting records, financial statements, Monthly closings and other Financial Reports.
* Assist and coordinate with the External auditors for preparation of audit reports.
* Maintenance of Fixed Assets and accounting of Depreciation.
* Maintenance of the Statutory records as per requirements.
* Preparation of Asset, Liability, and Capital Account entries by compiling and analyzing account information.
* Maintain and reconcile General Ledger Accounts.
* Preparation of Expenses Sheet & Actual Cash Flow for the month.
* Monitor and review accounting and system related reports for financial accuracy and completeness.
* Assist in preparing Budgets and Forecasts.
* Manage daily financial operations.
* Monitor and resolve Bank issues, coordinate with Banks.
* Banking transaction by manual and online (Cheque deposits, Cash receipt, payment transfer, Bank Guarantees, etc.).
* Review/Preparation of daily Journal Vouchers for all expenses with all supporting documents.

* Checking/Reviewing of Journal Vouchers for correctness and proper approval.
* Preparation of Bank Reconciliation.
* Follow –up on the business activities and bank accounts regularly for maintaining a healthy Cash flow.
* Produce routine daily reports and documents using financial reporting systems**.**
* Resolves valid or authorized deductions by entering adjusting entries.
* Coordinate with branch offices on accounting related activities.
* Take control & custody of cheque books and adherence to the internal control.
* Review & record Petty cash payments and reimburse the petty cash box to ensure supply of cash for petty payments.
* Keeping up to date record of all accounting transactions.
* Ensure accurate and appropriate recording and analysis of establishment expenses.
* Preparation of VAT Reports & relevant Tax returns.
* Completes payments and controls expenses by receiving, processing, verifying and reconciling invoices.
* Manage reconciliation of stock account with inventory records.
* Co ordinate with Logistics department for Stock maintenance.
* Submission of Monthly Sales & Purchase Report to the Manager.
* Ensure valid, accurate and timely recording of all VAT invoices including management of invoice preparation.
* VAT Invoicing of products by Purchase Order.
* Posts customer payments by recording cash, checks, and credit card transactions.
* Maintain & reconcile the customer's accounts to ensure the accuracy of customer’s statements.
* Keep customer’s statements of accounts updated and follow up payments.
* Review all receivable transactions to ensure the correctness of accounts.
* Reconcile vendor's accounts and resolve invoice discrepancies.
* Verifies vendor accounts by reconciling monthly statements and related transactions.
* Review Vendors’ accounts to ensure correct payments on due dates.
* Maintain PDC ledger.
* General Account related work such as preparation of Vouchers, record keeping and accounting transactions.
* Communication to interact effectively with co-workers, managers, clients and suppliers sufficient to convey information and to receive work direction.
* Debit & Credit Note Management.
* Preparation and Execution of Purchase Order.
* Other Accounting duties as assigned.

**Charley & Associates, Chartered Accountants, Kerala, India: September’ 16 to December ’16 as Audit Assistant.**

**Job Profile:**

* Auditing Book of Accounts.
* Verification of Bank Pass Book and Company Statements.
* Verification of Invoice & Stock Register.
* Checking and confirmation of Receivables and Payable Accounts.
* Preparing and analyzing of Profit & Loss Account and Balance Sheet.

**ACADEMIC QUALIFICATION:**

* **MBA** from ICFAI University, Hyderabad, India
* **B.COM** from M.G.University, Kerala, India
* **Pre- Degree** from M.G.University, kerala, India,
* **10th Standard** from Kerala State Secondary Education, Kerala, India.

**TECHNICAL QUALIFICATIONS:**

**SAP (FICO), SAP B1, Tally 9 ERP, Quick Books, Sage 50 & MS office**

**PERSONAL DETAILS:**

* Nationality : Indian
* Date of Birth : 25/02/1982
* Visa Status : Husband’s Visa
* Expiry Date : April 2019
* Languages Known : English, Hindi, Malayalam

**Outstanding Reference provided on request.**