KAJA

Email: [kaja.379793@2freemail.com](mailto:kaja.379793@2freemail.com)

**For the position of Accounting & E-Commerce in your organization**

Summary:

*Experienced Senior Accountant with 15 years accounting experience and out of which 8 years in UAE, seeking a long-term opportunity ina dynamic business entity as Manager Accounts, wherein my professional experience, education, and abilities would be of a best utility both for the growth of organization and self.*

Area’s of Expertise:

* Detail oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong & analytical problem solving skills
* Excellent written & verbal communication skills
* Resourceful in completion of Project, effective in multi-tasking
* Managed complex accounting tasks efficiently
* Handled, book keeping, financial accountingfrom Journal entries, input VAT, output VAT and VAT returns submission till finalization audit coordination.
* Preparation of reports viz, Accounts Receivables and Accounts Payables and follow up with Private and Government sectors debtors and creditors including reminders and reconciliation.
* Payroll process for staff and workers, transfer through bank/exchange inclusive of employees loans and advances
* Preparation of Invoices - Monthly, maintenance and project invoices and submission to clients with receipts of acknowledgement.Customer follow-up for payments by sending reminders.
* Preparation of monthly Bank Reconciliation statements
* VAT returns submission on quarterly basis as per FTA’s instructions.
* Coordinating with Auditors for account reconciliation and finalization
* Handled, sales representative’sreports on daily gross sales, collections, monthly sales and marketing expenses.
* Having working experience on various accounting packages on preparation of P&L account and Balance Sheet.
* Handled various client billing activities & highlighted discrepancies to rectify them.
* Introduced QuickBooks& Tally software for better billing management
* Adept at various accounting procedure and practices including VAT Tax accounting and submission.
* Extensive knowledge of QuickBooks& Tally (6.3.1) VAT improved
* Corrected errors in account handling and introduce work process by which accounting tasks are more efficiently handled
* Able to train and manage team for various accounting and VAT accounting activities.

Educational Qualification & Certification:

* **B. Sc.,** [Bachelor of Computer Science], New College, University of Madras, India.
* **M.C.A.,** [Master of Computer Application], Centre for Distance Education, Bharathidasan University. India.
* Certificate course of Oqood online unit registration**(RERA) ASSET MANAGEMT**, UAE.
* Certification in Oracle 7i from premier institute BiTech, Chennai, Tamil Nadu, India.
* Certification in E-Commerce from premier institute NIIT, Chennai, Tamil Nadu, India.

Professional Experience:

AARB Management Services JLT, DMCC Freezone, Dubai U.A.E

Senior Accountant Jul 2013 to till Jan’18

COMPANY

AARB Management is company organized to work on E-Commerce (e-sourcing) Portal Trading.

The company organizing e-sourcing tools and strategic sourcing service to fortune companies and small businesses. The company helps organizations with their business strategy by creating a strategic sourcing plan and implementing a sourcing strategy that generate significant cost saving on material procurement.

ACTIVITIES

1. Sourcing data pertaining to client’s procurement details of any material with their landing cost information to identify, product, interpret and evaluate system with the available supplier net workdetails.
2. Perform daily bank balance monitoring.Verify the collection from debtors and available balance to schedule the payment to suppliers and reconciliation of bank balance with books.
3. Perform regular voucher accounting, preparation of bank documents for the telex transfer of monies to the supplier.Monitoring cash inflows, on a regular basis to advice the management in advance for any financial arrangements.
4. Perform daily reports on material intended by the clients vs. the procurement operation completed. Also to analyze the material cost of the client product wise to understand the total landed cost and the margin on any transaction at the end of process cycle.
5. Perform regular budget preparation on quarterly basis and report the management with variance report periodically.
6. Collect daily material data requirement of the clients and the cost of procurement of each product to work out the best possible procurement price for the client from supplier data. This would be compared with the available supplier master data to fix the best procurement rate of any product to the client.
7. Monthly MIS preparation and submit to the management. Data Maintenance, Periodical Back-up and Data Consolidation
8. Reporting – MIS, Monthly Debtors Analysis, Budget vs Variable, Sales report Product wise, Payroll Activity, Monthly closing routines.

COMPANY

Ashai Design Corporation, Jumeirah Lake Towers (JLT), DMCC Freezone, Dubai, U.A.E

Leading USA based Developer, Architect &interior designer Company,

Senior Accountant Sep 2008 to June 2013.

ACTIVITIES

* Performed accounting and analysis for real estate portfolio investments –Commercial & Residential- and served as a liaison between contracted property management firms and real estate investments to insure the accurate and timely submission of operating reports
* Assigned portfolio of properties’ specific duties included month/quarter end close, income projections, variance analyses, unique transactions, recording of partial and full sale of investments, investments acquisition setup, maintain the book value roll-forward, and validation of assets additions with depreciation reforecast.
* Managed all account books of project development Ashai sister concern companies. (i) Ashai Tower JVS Limited (Developer in JVS, Dubai) (ii) Ashai Group International (Consultant Company in Fujirah Free zone) (iii) Ashai Holdings Limited (iv) ARG Real Estate Company (v) Ashai Investment (vi) Team LA Limited
* Experienced in DMCC Visa processing and DMCC trade license renewal and maintenance procedures.
* Experienced in Real Estate Regularity Authority (RERA) rules & regulation of Dubai freezone
* Preparing Daily revenue report
* Follow up for accounts receivable on daily basis & reporting to Finance Head& discussion on the status on weekly basis done.
* Daily collection depositing & reconciling transactions
* Monitoring purchased related work
* Maintaining inventory on the monthly basis
* Making Profit & loss report monthly basis
* Following out-standing balances with the travel agents, corporate companies

Freelance - Account Consultant

Accountantleading organizations-April 2001 – Apr 2008

Worked as a freelancer consultant in managing account books till finalization and auditing for the following companies in Chennai, India.

Hydro Industrial Products - Hydraulics products trading

Shams Brothers - Hardware trading

Crystal Marketing - Rubber chemicals trading

Supreme Trading Co. - Hardware trading

Gem Associates - Interior fabricator

Zimson Times Pvt. Ltd. - Sales & Service of Watches

The Professional Courier - Book Preparation

Repute Express Local Courier

(Including franchisee agencies) - Book Preparation & Income Tax Filing

* Preparing Daily revenue report
* Follow up for accounts receivable on daily basis & reporting to Finance Head& discussion on the status on weekly basis done.
* Daily collection depositing & reconciling transactions
* Monitoring purchased related work
* VAT Preparing and Return Filing
* Maintaining inventory on the monthly basis
* Making Profit & loss report monthly basis
* Following out-standing balances with the travel agents, corporate companies

Universal Biomedics Pvt. Ltd.,

Accountant Assistant - leading pharmaceutical companyApril 1996 – Dec 2000

* Manual voucher preparation &Computerized accounting
* Delivery challan preparation& Invoice preparation
* Daily cash tally, Bank reconciliation
* Monthly salesman wise report
* Sales Tax Report, MIS Report Customization

Skills

Accounting package : Tally, Focus, Wings, Sanra&QuickBook.

Office tools : Word, Excel (Professional)

Personal Details

Date of Birth : 24th July 1974

Marital Status : Married