**Naina, CMA**



Email Id: [naina.382937@2freemail.com](mailto:naina.382937@2freemail.com)

**Career Objective:**

Seeking position as an Accounts & Finance Executive, where extensive knowledge and experience will be further developed and utilized and also to continue my education in accounts and finance field.

**Areas of Expertise:**

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| **● Accounting & Auditing** | **● Finalization of Accounts** |
| **● Accounts Reconciliation** | **● Financial Statements Reporting** |
| **● Budget Preparation** | **● Tax Returns Preparation** |

**Professional / Academic Qualification:**

* Passed CMA from the Institute of Management Accountants in August 2017.
* Pursuing AICPA (IFRS) Certification Program as my CPE Requirements.
* Certification Courses done from National Stock Exchange (NCFM – Certification in Financial Markets) and Bombay Stock Exchange (CPCM – Comprehensive Program on Capital Markets) in 2005.
* Passed B.Com with Accountancy (Hons) from Mumbai University in 2000.

**Computer Proficiency:**

* MS Office 2010(Word, Excel, Power Point)
* Accounting Software – QuickBooks, Peachtree, TALLY
* Diploma in Microsoft Certified E-Commerce Program (Year 2001)

**Professional Work Experience:**

**Anwar Delhi Cafeteria, Sharjah, UAE.**

Accounting Manager – (May 2017 - till Date)

* Created Chart of Accounts and ensured all Sales, Purchases, expenses and journal entries are accounted and posted to general ledger.
* Developed budget and compared actuals to estimated costs/ revenues.
* Reconciled general ledger accounts, bank statements and managed Petty cash and Payrolls.
* Ensured documentation of financial transactions, reconciled financial discrepancies and took corrective measures.
* Prepared Monthly Financial statements (Balance Sheet, P&L and Cash Flow)
* Computed Quarterly Tax amounts and Compiled with federal tax filing requirements.
* Additionally, also co-ordinated with staff in executing special event orders.
* Responded efficiently to customer complaints and maintained quality Customer service standards.
* Provided training for the service staff in handling POS System and also ensured compliance with licensing, hygiene and safety regulations.

**Alphatek International FZC, Dubai, UAE.**

Accounts Assistant (Jan 2013- Jan 2016).

* Recorded all transactions, Journal entries and maintained day to day books of accounts in Peachtree.
* Prepared Monthly Financial Reports, Reconciled payments with the bills and also weekly Bank Reconciliation.
* Responded to queries relating to invoices & also liaised with Company auditors.
* Prepared Invoices for all the sales/ services rendered and followed up for the payments.
* Performed general office duties and administrative tasks as and when required.

**National Stock Exchange (NSE-IT – Mumbai, India)**

Software Consultant (Client Services – Software Audit (Dec 2004 to July 2005))

* Interfacing with Clients directly for various client queries and responsible for identifying defects in financial application product (PROBOS).
* Reviewed, assessed, analyzed the functionalities of the products accounting module and provided feedback through testing to ensure compliance with accounting policies and with Business requirement specification of the clients.
* Prepared detailed test cases and ensured defect free releases within the deadline.
* Prepared Power Point Presentations, for training, on all the accounting features of the PROBOS financial application for colleagues and for the clients.

**RGN Price & Co.(Chartered Accountants – Mumbai, India)**

Audit Assistant (Aug 2001- to Sept 2004).

* Performed full scale financial and operational audits in compliance with the audit plan and professional accounting standards for the clients like {Bank Of India, Citibank, Citicorp Capital Markets Ltd., Reliance Industries}.
* Assisted and executed audit work in accordance with professional auditing standards and prepared audit programs in compliance with RBI Guidelines.
* Prepared draft Audit report and followed up for the Auditee’s responses and assisted senior auditors in finalizing the draft reports.

**Personal Profiles**

* Date of Birth: 2nd May’ 1980.
* Marital Status: Married.
* Nationality: Indian.
* Languages: English, Hindi, Marathi & Malayalam
* Visa Status: Residence, Husbands Sponsorship.
* Driving License: Valid License Issued by RTA Dubai.
* Hobbies: Reading, Travelling.

I, do hereby declare that the above information given by me is true to the best of my knowledge and belief.