**HAJEE**

**Accounts & HR Professional**

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## OBJECTIVE:

Pro-active Accounts and Finance Professional with over 15 years of broad experience in accounting and administration management with leading companies in UAE & INDIA. Well disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadlines.

## PROFILE SUMMARY:

* Hold Masters in Business Administration (MBA – Finance) & Bachelors in Commerce (B. Com.).
* Well versed in computerized accounting (Tally ERP 9).
* Hold a valid UAE Driving License for Light Vehicles.
* Have excellent planning, analytical & problem solving skills.
* Strongly commercial with excellent communication and influencing skills.
* Energetic and capable of working independently and a good deal of autonomy.
* Have excellent time management skills & can meet the deadlines without compromising on quality.
* Spread Sheets of Accounts & Computerized Work Sheets.
* MS Office (Word, Excel, Power Point, Access, Front Page etc)
* VAT Computation and Filing returns.

## PROFESSIONAL EXPERIENCE:

**Accounts Manager**

 (Facility Management, Escalator and Elevator, Trading, Diamond Company (Feb 2006 Jan 2019)

## Job Description:

 Prepares reviews and submits all financial reports (daily/weekly/monthly) for Management approval and necessary action.

 Reviews and processes the payroll summary for the correct payee, hours worked and cheque amounts.

 Reviews and approves all Petty cash vouchers for the entire group and maintains the proper

procedure for petty cash handling (proper supporting documents and authorization etc… for the

payment.)

 Reviews and approves all the purchase invoices submitted from the branches / purchasing department.

 Reviews the Time sheet approval for the monthly payroll processing, prepares the payroll every 3rd of the month and submits to Management for approval. While processing the payroll, double checks all the areas like Salary Deduction, Absence, Overtime, etc.

 As per the approved salary sheet from the Management, prepares all the Salary Sheets / Bank

letter’s to bank or WPS.

 Reviews all the payment requests from the Accountant which he received from purchasing or any other department for the purchases / any other advances.

 Submits the payment statements of suppliers to Management with all the supporting documents for approval in order to prepare the cheques. After the review/approval, submits the approved

statement to the Accountant to prepare the cheques and submit to get the signature from the Management.

 Prepares the monthly closing entries to be passed for month-end closing and submits the monthly financials to Management every 10th of the month.

 Monitors all the procedures for sales, updates the records in financial system and prepares Invoices to clients if any as per the procedure and follow-up for the payments.

 Co-ordinates with the External Auditors for all the accounting related queries and submits the financials whenever these are required, as per the Management approval.

 Reviews all the requests for Leave Salary Request, Air Ticket reimbursements to staff and prepares the same as per Management standards then submits to Management for approval.

 Prepares all the financial analysis like monthly Profit and Loss and Cash flow based on the budgeted reports and submits the Variance Reports to Management with the reasons from the concerned departments.

 Discusses with Operations Manager regarding the financial position and profitability study with proper support from the Management.

## Accountant

 (Manufacture Motivational Posters, Advertising and Logo Design Company (June 2004 Jan 2006)

## Job Description:

 Prepare the journal entry accounts.

 General book keeping & preparation of general ledgers and manage all accounting transactions.

 Prepare budget forecasts.

 Publish financial statements in time.

 Handle monthly, quarterly and annual closings.

 Reconcile accounts payable and receivable.

 Ensure timely bank payments.

 Recording & Reconciliation of TAX.

 Compute taxes and prepare tax returns.

 Manage balance sheets and profit/loss statements

 Coordinate with external auditor and manage statutory audit completion.

 Maintaining accounting ledgers by verifying and posting account transactions.

 Reconcile sales on daily basis.

 Prepare Bank Reconciliation on monthly basis.

 Generate and prepare cash flow, budget, quarterly forecast and reporting.

 Recording daily accounting activities such as expenses, accruals, prepayments, advances, etc.

## Accounts Executive

 (3 Star Category Hotel with multicuisine Restaurant and Banquet Hall Facility (July 2002 May 2004)

## Job Description:

 Prepare the journal entry accounts.

 General book keeping & preparation of general ledgers.

 Prepare Bank reconciliation, budget and financial forecasts.

 Ensure an accurate and timely monthly, quarterly and year-end close

 Follow up on Accounts payable and payments.

 Dealing with auditors

 Supporting closure of financial statements Sales Order entries in Tally Accounting System.

 Review general ledger at month end and analyze expenses and major variations from the budget

 Review supplier invoices, general ledger coding of expenses and verify supplier payments with supporting invoices, LPOs, etc.