**Asra**

**Email:** **asra-393519@2freemail.com**

**ACCOUNTING & FINANCE**

. **Accounts Receivable. Accounts Payable. General Ledger .Monthly Reporting . Internal audit. Profit** **&Loss A/C. Balance Sheet .Bank Reconciliation. Invoicing. Cash flow statements. Purchase Orders.**

**Statements of accounts. Requisition Forms. Aging Reports .MIS Reports. Chart of Accounts. Payroll.VAT**

**Personal Summary**

An adaptable, resourceful and enthusiastic accountant who has extensive experience of having a wide level of general responsibility for monitoring and reconciling a company’s accounts. A strong communicator with excellent interpersonal skills and knowledge in the production of monthly management accounts. Contributing extensively to team work by resolving, analyzing and investigating various accounting discrepancies.

**Key skills and competencies:**

* Experienced in Accounting and Administration work.
* Excellent Understanding of Book keeping & accounting principles of computerized accounting soft wares.
* Good Knowledge of Accounts Payable, Accounts Receivable & Financial Reports.
* Positive attitude, Hardworking, Strong Determination and Dedication.
* Excellent verbal & written communication skills possessing the ability to interact professionally with all levels of the Organization.
* Strong written communication skills with the ability to write clearly and concisely with the professionalism and thought.
* Tactful Communicator who has a warm, friendly and welcoming manner and confident when communicating.
* Detail oriented, committed to deliver results.
* Meeting multiple deadlines and able to work under pressure.
* Self-motivated, proactive & hardworking.
* Strong attention to detail and excellent organizational skills.
* Ability to listen and anticipate.
* Ability to work with full responsibility without or minimal supervision.
* Good IT skills Word, Excel, Power point Email and Internet.
* Smart, presentable appearance.

**Employment History**

1. Process Associate – ACCOUNTS PAYABLE/RECEIVABLE Working as a part of team responsible for handling the accounts payable for a US Company.

**Duties:**

* + Processing the Invoices.
	+ Assisting in the monitoring of all received Invoices.
	+ Ensuring accurate recording of the data.
	+ Providing cover to the AP team during times of absence.
	+ Assisting with payment processing on group banking system
	+ The completion of month end journals, Posting and Reconciliation.
1. Accounts Assistant

Working as part of a team that is responsible for making sure that the flow of costs and revenues between the various projects, regions and people is accurately accounted for and managed.

**Duties:**

* Assisting the Accounts Manager in a variety of business roles.
* Reconciling petty cash.
* Arranging checks on contracts and liaising with clients over results.
* Balance sheet reconciliations.
* General ledger entry including accruals and prepayments.
* Assisting internal/external auditors with queries.
* Chasing outstanding customer accounts.
* Resolution of invoice queries including credits
* Communicating clearly and effectively with the accounts team.
* Monthly / quarterly management accounts preparation.
* Assisting in the preparation of year end accounts for clients.

**Experience in GCC**

1. Accountant cum Admin (2015 to 2017)

Working as an Accountant and handling administration responsibilities as well.

**Duties:**

* + Daily Book keeping.
	+ Preparing month end accounts.
	+ Preparing Cash flow statements.
	+ Maintaining separate accounts for different Maintenance projects.
	+ Maintaining petty cash account accurately.
	+ Calculating payrolls of all employees.
	+ Follow up for payments from clients.
	+ Resolving the discrepancies with clients’ accounts.
	+ Direct Reporting to General Manager.
	+ **Handling all LMRA and Gosi transactions, such as online payments.**
	+ **Applying for new visas, Renewals of visas on time, Termination of visas, Transfers and allowing mobility etc.**
	+ **Registering Bahraini nationals in Gosi, National worker addition and termination etc.**
1. Accountant (2017 to 2019)

Working as an accountant with responsibility of handling all ongoing project accounts.

**Duties:**

* Maintaining the Financial Records of all the projects.
* Maintaining the Accounts in Tally ERP.
* Sales and Purchase Ledgers.
* General Ledgers.
* Payroll.
* Making Monthly financial reports for the projects.
* Maintaining the Accounts Receivables & Payables.
* Preparing Bank Reconciliation Statements.
* Preparing Final Accounts Statements.
* Making the Progressive Invoices for the Projects.
* Maintained Integrity of General Ledger including chart of accounts.
* Generated Financial Statements and facilitate accounts closing procedure of month end.
* Maintain Fixed Asset module and calculate and record monthly depreciation.
* Analyzing the Cost Sheets for each project.
* Monitoring client Account Details for Non-payment, delayed payments & other irregularities.

**Education:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Degree** | **College** | **Year** | **Class awarded** | **Marks** |
|  |  |  |  |  | **percentage** |
|  |  |  |  |  |  |
| **1** | MBA | Jawaharlal Nehru | 2012 | First class with | 76% |
|  | (Finance) | Technological University |  | distinction |  |
|  |  |  |  |  |  |
| **2** | Bachelors in | Osmania University | 2001 | First Class With | 83% |
|  | Accounting |  |  | Distinction |  |
|  |  |  |  |  |  |

**Technical Skills:**

* Tally ERP
* Proficient in MS Office(MS Word, Excel, Power point)
* Proficient in typing
* PGDCA
* TALLY ERP
* Can learn any Accounting Software with ease.

**Languages Known: (Fluent)**

English, Hindi, Urdu and Telugu

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| --- | --- | --- |
| **Personal Profile:** |  |  |
| Nationality | : | Indian |
| Gender | : | Female |
| Marital Status | : | Single |
| Religion | : | Islam |
| Visa status | : Visit visa ( 90 days) |
| Driving License | : Bahrain |

“I hereby declare that the above information is true to the best of my knowledge.

Place: DUBAI

**Note : Available to join Immediately.**