Priyanka

Address: Bur Dubai, UAE.

Email ID: priyanka-396252@2freemail.com

Visa Status: Visit Visa

# Professional Summary

Financial professional who is a self-starter and capable of effectively functioning with minimum supervision. Known for taking initiative and skilled at meeting challenges and deadlines. A team player who is attentive to detail and produces quality results. Areas of expertise include:

|  |  |
| --- | --- |
| * Accounts Payable & Receivable
* Payroll start to end
 | * Excellent research and financial analysis abilities
* Audit supporting
 |
| * Bank reconciliation
 | * Cash Management
 |

# Experience

**Accountant Nov 2017 to Till Now**

#  Dubai, UAE

* Managing petty cash transaction and recording expenses in the system.
* Manage the processing of all Accounts Payable invoices, input invoices in to ERP, Charges expenses to accounts and cost centres by analysing invoice/expense reports; recording entries.
* Pays vendors by monitoring discount opportunities; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
* Preparation of monthly debtors & creditors report with ageing analysis and monitoring the accounts balance and ensure payments& receipts are up to date.
* Monitoring customer accounts for non-payment and delayed payment and follow up the customers for the payment.
* Maintaining proper records for receivables and payables and dealing with them in a timely manner.
* Processing of company monthly payrolls for over 250 employees review and ensure accuracy of approved time sheet track for over time and deduct all garnishments and other special payroll deductions.
* Calculation and processing End services processing, Final Settlement, Leave Settlements.
* Prepare and post month end manpower accruals like Leave Salary, Leave Ticket, Provision for Employees end of service benefits and Govt. /Regulatory Payments.
* Prepare operation needful required reports.

# Assistant Accountant Aug 2012 - July 2017

 **Punjab, India**

* Accounts Payables, includes processing invoices, following up with vendors and resolving discrepancies in a timely manner.
* Accounts receivables, including processing payments, producing statement of accounts and collection of overdue accounts.
* Banking, processing bank deposits and all associated bank related works.
* Processing employee expense reports, verifying expenses are within company guidelines, correcting errors and entering into supportive software.
* Conducting research to ascertain the best products and suppliers in terms of best value, delivery schedule and quality.
* Identify, qualify and select vendors of materials, products and conduct overall supplier management.
* Evaluate cost and quality of materials and products.
* Generate regular purchase requisitions and purchase orders.
* Review records of materials, products or services ordered & received.
* Review invoices, work orders, consumption reports and demand forecasts.
* Direct day to day administrative tasks.
* Order Follow-ups
* Quality check of materials.
* Petty Cash and checking day to day expenses.
* Filing and records documents.
* Assisting with monthly and year end task.
* Reception and administrative support.

# Education

Bachelors of Commerce University of GNDU, India Graduated 2015

# Core Competencies

* Microsoft technology based ERP System working on windows operating system.
* Excellent knowledge of Excel (Pivot tables, VLOOKUP etc.)
* Deadline-Oriented, Time Management, Attention to details, Confidentiality, PC Proficiency, Productivity, Verbal Communication, fluent in English, General Math Skills

**Personal Information** Date of Birth: Oct 1st, 1993 Nationality: India

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>