

**Ganesh**

**Accountant**

**Ganesh-399638@2freemail.com**



**+971-504753686**



**Dubai, United Arab Emirates**



**D O B: 09-09-1987**

**Seasoned, proactive, and self-starter Accountant with over 7 years of extensive and diversified experience in Accounts Management, Financial Analysis, Customer Relations, and Team Leadership. Leverage strong problem-solving skills in analysing complex issues and developing eﬀective solutions. Flexible and versatile thrives on rapidly changing situations & deadline-driven environments, and always remains open to new challenges. Proven ability to manage personnel and programs, improve processes, and accomplish objectives regardless of budget cuts and time constraints. Looking to obtain a position in an organization that requires a hardworking and dedicated young professional with a versatile educational background and a reputation for being a quick learner.**

**SKILLS**



**Accounts Management** **Project Management** **Business Development** **Financial Accounting & Reporting**



**Quality Control** **Records Management** **Regulatory Compliance** **Risk Management** **Team Leadership**



**Accounting Systems: Oracle, SAP, Tally, ADDA**

**WORK EXPERIENCE**



**Accountant**



**(Luxury Owner Association Management Services)**

**09/2019 – 09/2020,**

**Achievements/Tasks**

**Handled diversified Accounts Payable/Receivable and expense control procedures including bank account reconciliation, cash receipts, disbursements, finance charges, billings, invoicing, purchase order and inventory verification, and preparation of daily bank deposits.**

**Prepare quarterly and Yearly invoices for the unit.**

**Supervised accounts payable; including order entry, invoice approval and entry, follow up with vendors, aging report.**

**Issue receipt voucher & payment voucher to the unit owner & vendor respectively. Invoicing and issuing receipts towards other income (Ex: Access card, parking)**

**Coordinating with Escrow team for escrow account related quires unit fund transfer/customer refunds. Service charges invoicing/adjustments/receipts on Mollak system.**

**Responsible for processing, tracking and resolving outstanding payments issues.**

**Processing vendor invoices for payment based on 3 way match between PO, GR, and IR.**

**Review supplier statement to reconcile past due invoices. Identify reasons for delays and develop plans. Verifying billing accounts to ensure that all payment are accounted and properly posted.**

**Legal chargeback to customer SOA if legal notice has been sent to the client for payment overdue.**

**Sending credit card links/online payment link to the clients for credit card payments if required and resolving credit card related quires/escalation.**

**Preparation weekly cash flow statement and payment plans.**

**Invoicing to developer for inventory units and inventory parking bays including payment follow up. Handling petty cash.**

**Attend and assist in board meeting annual general assembly.**



**Accountant**

**Pacific Owner Association Management Services**

**07/2017 - 08/2019,**

**Achievements/Tasks**



**Preparing the day to day cash flows of the company such as bank operations, transfers, payments, and deposit in transit, outstanding cheques, and reconciling the bank statement against our records (bank reconciliation).**

**Reviewing the monthly clients’ accounts receivables and follow up on the payments schedule as per agreed with the client and reconciling it against with the clients record.**

**Interacting with unit owner and vendor and explaining the queries raised by customer about service charges.**

**Checking and applying on account, credit memo, unapplied receipts towards open invoices.**

**Checking all bank statements to find out cheque returns and maintain consolidated sheet on daily basis. Prepare of TT documents for all the international payments.**

**Interacting with unit owner and vendor and explaining the queries raised by customer about service charges. Collection of necessary security documents for all the advance payments to the supplier.**

**Verifying/reconciling daily cash report cashiers with deposit slip to ensure cash is deposited in the bank from all branches**

**Accountant**

**Accenture**



**04/2014 - 02/2017,**

**Achievements/Tasks**

**Performed accounts receivable and other accounting functions according to established procedure or as Directed by the senior accounting management.**

**Maintained close relationship with sales and customer service departments to provide excellent customer services**

**Processing vendor invoices and performing quality check.**

**Monitoring and doing regular follow up with the vendor for pending and problematic invoices such as remittance mismatch, Quantity mismatch and non-receipts goods.**

**Recorded daily approval checks by the department in the daily tracking spreadsheet.**

**EDUCATION**



**MBA (Masters in Finance)**



**Sikkim Manipal University**

**India**

**BBM (Bachelor of Business Management)**

**Mangalore University**

**India**

**TECHNICAL SKILLS**



**Microsoft Oﬃce** **Word, Excel, PowerPoint & Outlook**

**LANGUAGES**



**English**



**Hindi**

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

**Place: Dubai, UAE**

**Page 2 of 2**