



# MANSI

**ACCOUNTS PROFESSIONAL**  
**UAE EXPERIENCED IN VAT & CORPORATE TAX**  
**Husband Visa + Immediate Availability**

---

*UAE experience accounts and finance professional with expertise in handling complete accounts tills finalisation, VAT, Corporate Taxation, Accounts Receivable, Payables, Payroll, Financial Reports and General Accounting.*

*Capable to handle a team of accounts professionals, manage accounts in computerised systems such as ERP Tally, Advance Excel and can also train various new staff in the usage of accounting and inventory systems.*

---

## KEY AREAS OF EXPERTISE

---

- |                  |                     |               |
|------------------|---------------------|---------------|
| ▪ Accounting     | ▪ Financial Reports | ▪ Tally / ERP |
| ▪ Data Analytics | ▪ Reconciliations   |               |

---

## EXPERIENCE & ACHIEVEMENTS

---

### **CHILDREN NURSERY, Dubai, UAE**

#### **Senior Accountant February 2019 till date**

With over 25+ International & National Quality Awards, BON is UAE's most-awarded nursery chain in the GCC region with a singular focus on quality education and child development with over 25+ convenient locations in the UAE.

As a Senior Accountant, I am responsible for managing the Accounts Receivable function for 25 branches across Dubai and Abu Dhabi which includes Cash collections, Cash Receipts and Post Dated Cheques/Credit Card/Paytab reconciliations

- Reconciling Cash Receipts with Cash Deposit and Bank statements
- Ensuring timely deposit of Post Dates Cheques
- Follow up on Bounced cheques and ensuring subsequent collections
- Follow up with individual branches for term outstanding
- Escalating exceptions to Senior Management
- Monthly Cash/Bank/Credit card/Paytab reconciliation
- Follow up with bank for delayed deposits
- MIS reporting
- Liaising with Principals for various HO requirements
- Preparing various reports as required by Auditors.

**Accounting & Book Keeping: Dubai****Accountant November 2018 till February 2019**

- Handling client base accounts including data entry
- Daily petty cash tally.
- Computation and payment of staff salaries on a monthly basis
- Advising and assisting the Management in the compilation and control of budget
- Bank Reconciliations
- Ensuring appropriate financial control in compliance with current policies.
- Preparation of reports till finalizations including audit requirements

**ENGINEERING COMPANY: Panvel, India****Sr. Accountant & Admin March 2003 to March 2016**

- Preparation of monthly, quarterly and annual financial reports
- Tally ERP entries
- Preparation of monthly, quarterly and annual budgets
- Computation and payment of monthly staff salaries
- Bank reconciliations
- Working with external auditors to carry out annual external audits
- Supervising day-to-day operations of the accounting team
- Other financial management duties assigned by the Director
- Answers phone calls and transfer them as necessary
- Maintain stock lists and orders for office supplies as needed
- Manage staff expenses

**SBM PRIVATE LTD: Pune, India****Accountant & Admin Jan 2001 to June 2003**

- Daily maintenance of accounts ledger
- Manage petty cash account and review expense claims
- Prepare payment vouchers, journal vouchers, goods received voucher, local purchase orders, delivery notes, quotations, invoices, debit notes, credit notes, receipts, and other accounting documents
- Bank reconciliation
- Manage accounts payables and receivables
- Maintain inventory in ERP 9 Tally
- Complete monthly cash flow analysis
- Prepare and review employee payrolls, leave salaries, gratuities, and other benefits
- Complete end of month and end of year accounts closing
- Communicate with relevant agencies to produce travel itineraries for business directors and employee events
- Arrange meetings by blocking appropriate meeting times, booking rooms, and planning refreshments
- Manage correspondence by answering emails and sorting mail
- Up-to-date record keeping and filing of documents

---

**EDUCATION & TRAINING**

---

**Degrees gained from Pune University, India**

**Master of Commerce | Bachelor of Commerce | Bachelor of Education**

---

**PERSONAL DETAILS**

---

Indian National Born 8<sup>th</sup> Feb 1980, Married, Husband Visa Contact [Mansi-406049@2freemail.com](mailto:Mansi-406049@2freemail.com)



**ANUP P BHATIA**  
**HR CONSULTANT**

**Arabian Job Seeker**

Helping you to search best jobs & talent since 2002

WhatsApp  
+971504753686

feedback@arabianjobseeker.com



WhatsApp  
+919979971283  
feedback@gulfjobseeker.com

UAE: Off No 568 Abdullah Kambir Business Center Abu Baker Siddique Metro Station Dubai  
INDIA: Office No 203, Balaji Heights, Chimanlal Girdhardas Road, Ahmedabad, Gujarat

**Human Resource Management, Market Research & IT Consultant**  
**Portal Services | Public Networking | Website Design | Digital Marketing**

Manpower Recruitment (Professionals + Labors) | Remote Workers | Job Advertisement  
Job Search Assistance | CV Writing - Distribution | Visa Service | Certificate Attestation

## Manpower Sourcing - Recruitment Services



India



Pakistan



Nepal



Sri Lanka



Bangladesh



Philippine



Ethiopia



Egypt



Indonesia



Mexico

**Providing Professional Services to Employers since year 2002**  
**Authorised Foreign Representative of Licensed Manpower Agencies**

Issue Demand Letter > Chamber of Commerce + Embassy Attestation >  
Interview Candidates Online > Issue Visa + Ticket to Selected > Manpower Deployed