*Mrs. Devi*

[*Devi.44826@2freemail.com*](mailto:Devi.44826@2freemail.com)

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***Professional Objective***

*Accountant*

***Profile***

*Pro- active and result oriented with more than 11years of experience in all aspect of accounting and financial management for leading Co-operative/Industries/Trading companies in U.A.E, India. Strong analytical skills coupled with an impressive commitment to excellence and an ability to drive efficiency and financial performance improvements. Looking for a challenging opportunity with a reputable Company/ Group where my skills and experience will have a valuable impact.*

# *Executive Competencies*

* + *Bank entries & reconciliation*
  + *Indemnity calculation*
  + *Leave Salary calculation*
  + *Payroll*
  + *Petty cash*
  + *AR / AP*
  + *Stock Transfer*

***CAREER HIGHLIGHTS***

***BHATIA BROTHERS******GROUP*** *Dubai, Aug 2008 to Mar 2015*

*Accountant*

*Key Responsibilities are:-*

* *Handling Petty Cash.*
* *Monthly reconciliation bank, TR and PDC accounts.*
* *Maintaining time and attendance sheet, Computing wages and deductions, and prepare payroll.*
* *Reconciles inter-company accounts, research and resolve any differences*
* *Preparation of Leave salary and Gratuity and Final settlement.*
* *Calculating and recording in to respective account of monthly Provision for Leave Salary, Passage, Gratuity and other prepaid expense provisions.*
* *Maintaining and monitoring salik account of all company vehicles.*
* *General Ledger analysis and reconciliation.*
* *Prepares monthly, periodic, debtors aging reports.*
* *To ensure that the all payments are collected on time from customers and deposited to the bank.*
* *Ensuring there is no revenue leakage and the invoices/debit notes/credit notes are generated.*
* *To ensure that all valid documents and bank details are collected and get approval for new customer.*
* *Booking stock vouchers transfers and maintaining stock register.*

***TRIP ELECTRICALS METERIALS TRADING L.L.C*** *Dubai 2006 Sep to 2008 July*

*Accountant*

*Key Responsibility areas: -*

* *Monthly Bank reconciliation. Checking of Bank charges and relevant expenses.*
* *Handling collections and reconciliation of receivables.*
* *Updating & Monitoring of Payables and Payables reconciliation.*
* *Processing and issuing employee pay checks.*
* *Computing wages and deductions.*
* *Reviewing time sheets, wage computation and reconcile payroll discrepancies.*
* *Recording employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records.*
* *Maintenance of account books manually as well as Computerized Accounts such as Purchase, Sales, Creditors, Debtors, Stock ledgers, etc.*
* *Analyzes prepaid accounts and records depreciations.*
* *Respond to Internal Audit findings- Coordinate with other divisions for the effective implementation of agreed audit recommendations*

***ISLAND SHADOW ADVERTISING****, Dubai 2005 Aug to 2006 Aug*

*Accountant*

*Key Accomplishments: -*

* *Manage the company Accounts, Banks, A/P and A/R*
* *Responsible for monthly Bank reconciliation’s for all the banks.*
* *Petty cash, Journal vouchers, payments, payroll, salaries and inventories.*

***DUBAI GLASS INDUSTRIES****, Dubai 2003 Dec to 2004 June*

*Secretary cum Accountant:*

*Job Responsibilities are:-*

* *Preparing vouchers, handling daily accounting entry, delivery note and invoicing*
* *Verification and sorting out the prime entries according to the nature of transaction*
* *Verification of books of accounts, petty cash, cherubs*
* *Maintaining books of accounts, as Debtors Creditors, Payroll, PDC entry*

***CO-OPERATIVE SOCIETY****, Kerala, India 1997 Jan to 1998 Jan*

*Clerk*

*Job Description:*

* *Preparing monthly reports (purchase order report, sales report, Purchase report, delivery order report) and submitting to management*
* *Follow-up the debtors.*
* *Statutory auditing of corporate organizations.*
* *Verification of vouchers and other documents as per statute.*
* *Co-ordination with other departments for getting/sharing information.*
* *Reconciliation of Bank Accounts with other Accounts*

***EDUCATIONAL BACKGROUND***

*Bachelor of Commerce from Calicut University, India*

***PROFESSIONAL QUQLIFICATION***

* *Web Development course (Word, Excel, PowerPoint, FoxPro, HTML, DHTML)*
* *JAVA*
* *D.T.P*
* *Tally*
* *Peachtree*
* *ERP (Sunsystem)*