# NADIYA

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# Professional Summary

* **Desire a challenging role.**
* Skills Profile & Strengths: High order innovative and creative planning. Excellent interpersonal and Leadership skills. Proven ability to lead and motivateteam member. Ability to solve problems timely before they become a crisis. Detailed knowledge of operations and administration with the ability to work diligently and independently. Speed, accuracy and effective communication skills in both verbal and written presentation and correspondence. Dedicated, hardworking, patience.

#### Professional Experience

**SENIOR ACCOUNTANT, 10/2017 till date**

**Union Insurance Company**

* Preparation of Aging Report for Audit & Insurance Authorities forms.
* To prepare & control bank reconciliation.
* To ensure all the transactions arereconciled&timely recorded & the bank reconciliation does not have any pending transactions.
* To coordinate with other departments for extracting the reconciliation data for all the life policies.
* Creation of customers, staff & vendor accounts in AX system.
* To properly check the documents provided for accounts creation considering compliance point of view.
* To regularly follow up & update the renewed documents details in system.
* To maintain records for return cheques of customers & follow up for replacement of funds.
* To update system with return cheque details.
* To maintain prepaid schedule& record the expenses on monthly basis.
* To book the expenses for staff group medical, group life &travel policies on monthly basis
* Liaised with internal auditor’s as well external auditors to ensure the correct information and for smooth audit process.
* Lots of follow up with departments for various purpose.
* To coordinate with other departments for extracting the reconciliation data for internal as well as for audit purpose.
* Any other assignment given by seniors.

**ACCOUNTANT, 11/2014 to 09/2017**

**Takaful Emarat Insurance**

* Preparation of various reports.
* Preparation of budgets for the company.
* Filling of various forms by Insurance Authorities.
* Liaised with internal auditor’s as well external auditors to ensure the correct information and for smooth audit process.
* Update of market prices on daily basis.
* To calculate & purchase units for policyholders in fund manager portal on monthly basis.
* Preparation of financial statements on quarterly, half yearly and yearly basis.
* Process all types of payments and ensure delivery on time to internal and external customers.
* Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
* Pays vendors by; scheduling and preparing checks; resolving purchase order, contract, invoice, payment discrepancies and documentation; insuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments.
* Maintains accounting ledgers by verifying and posting account transactions.
* Verifies vendor accounts by reconciling statements and related transactions.
* Maintains historical records by filing documents.
* Disburses petty cash by recording entry; verifying documentation.
* Bank accounts reconciliations.
* Balance sheet reconciliations
* Recording of premiums on daily basis.
* Monthly closing of Account Payable Module with proper procedures.
* Creation of new supplier accounts in A/P.
* Creation of new brokers/agent accounts in A/P.
* Any other assignment given by seniors.
* To coordinate with other departments for extracting and reconciliation data for internal as well as for audit purpose
* Preparation of fixed asset schedules, depreciation and amortization schedules.
* Preparation& close monitor of all accrued expense, payroll, pension and other G&A expenses.

**PURCHASE CO ORDINATOR, 06/2013 to 10/2014GULF DRUG LLC**

* Customer Order Processing.
* Continuous follow ups with customer & internal team.
* Stock Aging Analysis.
* Coordinating with vendors & freight forwards.
* Shipment tracking for timely delivery of materials.
* Coordinating with stores to ensure that the items are properly cheeked & distributed to customer on time.
* Providing various workflow reports to the Management.
* Providing support to the collection team to get the payment from customer.

**SENIOR EXECUTIVE, FINANCE 05/2011 to04/2013DHL LOGISTICS PVT LTD.**

* Preparing an internalQuality Report.
* Assisting in process related to customer’spayments.
* Database of customers well maintained.
* Preparing X – BU Reports.
* Handled petty cash& billing of customers.
* Part of Path to Quality an internal auditing system.
* Fortnightly & Monthly MIS reporting
* Suggest processes that would enhance employee productivity & reduce outstanding
* Approve the credit limits for new customers as per the authorized limits & coordinate in obtaining approvals for the credit limits/terms from the higher authorities if required as per the Delegation of authority guidelines
* Ensure the adherence to the credit control policies
* Continuous follow-up with the customers & internal team.
* DRS o/s follow with within DSC CC team, Stakeholders and even Customer directly
* responsible for DRS collections & reconciliations
* Bank vs Oracle receipt entry matching pan India
* Keeping the CC team updated daily on EFTs into the Bank
* DRS o/s related MIS statements/reports to be prepared for Mgmt/CC/Stake holders
* TDS receivables follow up and custodian for TDS certificates
* Accounting of AR transactions in Oracle Financials
* Cross BU collection a/c reconciliation
* Assist in handling audit for AR CC
* Assist in obtaining credit rating reports
* Tracking invoice submissions pan India
* Tracking AR CC documents attachment into the Data Base for pan India

**ACCOUNTANT, 03/2008 to04/2010AMERICAN LIFE INSURANCE COMPANY**

* Handling all bank accounts.
* Reconciling all statements.
* Preparing all receipts for the customer’s.
* Dealing with the customer’s on phone in professional manner.
* Also handling other department responsibilities as and when needed.
* Making all payments to the customer’s
* Reconciling different bank statements.
* Making payments to agents as commission
* Attending customer’s queries very professionally manner.
* Assisting the supervisor in re-insurance.
* Checking the risk factor.
* In charge for complete system input.

**MEDICAL UNDERWRITER, 01/2007 to02/2008**

**RELIANCE LIFE INSURANCE COMPANY**

* + Issuance of Insurance Policy’s
  + Preparation of the Assignments.
  + AttendedAll India Underwriters training & various training programs.
  + Accessing Risk for the Company.
  + Achieving Business Targets.
  + Strategy planning and canvassing of various Insurance Products designed to various categories of customers.
  + Customer Relations and problem handling using Companies standards.
  + Handling branch queries.
  + Maintaining the records of the cases that are forwarded to the risk department.
  + Maintaining records of the internal process.
  + Monitoring the work completions of the department.
  + Crossing & introducing Company’s products with the help of Sr.Officer.
  + Handling customer’s queries.
  + Assessment of net worth of the life assured including the customers of high & low net worth.
  + Assessment of the KYC to know the facts of the customer & avoid frauds.

#### ADDITIONAL INFORMATION

Nationality : Indian

Gender : Female

Date of Birth : 14th January 1984

Educational Qualifications : Post Graduate from Mumbai University

(MASTER OFCOMMERCE in Finance & Accounts)

Computer Skills : Ms-Office, Ms-Access, Dream Weaver, HTML,

DHTML, Corel Draw, Photoshop, Graphics and Internet