



**CAREER SNAPSHOT**

Accountsprofessionalwithover5yearsof experience in accounting and financial management. Pro-active and resultoriented individual. I outline my priorities and responsibilitiesandsametraitsarereflected in my professionallife.

Iamateamplayerandmypositivequalities, honestyanddedicationtomyworkenables metoenjoytheconfidenceofmyteam.

My professional aspirations are parallelto that of my personal inspirations and emphasisislaidtochannelizemyeffortsto becomeanemployeeofvalue.

**TECHNICAL SKILLS**

* **SAP Oracle – E-freightSolutions**
  + Web-based accounting solutions for freight forwarders and logistic companies.
* **Tally ERP 9.0certification**
* **MicrosoftOffice**
* S.K.SomiyaCollegeofArts,ScienceandCommerce,Mumbai-India.
* ProficientwithMicrosoftWord,Excel,PowerPointandInternet Applications.

**PERSONAL DETAILS**

* **DOB : 07TH June,1992**
* **NATIONALITY :Indian**
* **LANGUAGES :English,Hindi,Marathi**
* **INTERESTS :Cricket,Guitar,Music**
* **VISASTATUS :Employment**
* S.KSomiyaCollegeofArts,ScienceandCommerce,Mumbai-India.

**2012**

* **BachelorofCommerce(CostAccounting&Management)**

**2015**

**EDUCATION**

* **CurrentlypursuingCPAfromAICPA(USA)**
* **MasterofCommerce(FinanceandAccounts)**
  + MumbaiUniversity,Mumbai-India.

**ACHIEVEMENTS**

* ProvedtobeoneofTopemployeewho submittedeveryduereportontime.
* Key Teamplayer

*April13–January14*

* **FinanceClerk**

*Mumbai - India*

*April14–September16*

* **Accountant**

*Dubai–UnitedArabEmirates*

**NAVEEN**

SR. ACCOUNTS EXECUTIVE

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# CAREER OBJECTIVE

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## Withagooddemonstratedrecordandworkexperienceofover5yearsinaccountsandfinancialmanagement,Iaspiretojoinas ancandidateinfinance,wheremydiligence,specializedknowledgeandskillswillbetranslatedintoimprovementandcontribute tothegrowthoftheorganization.



*October16–Present*

* **Sr. AccountsExecutive**

*Dubai–UnitedArabEmirates*

**CAREER SNAPSHOT**

**SKILLS**

* Accountspayable&receivable
* Bank &Intercompany reconciliation
* VAT&servicetaxcompliance
* Budgetcontrol
* Foreigncurrencymanagement
* MonthlyClosings



**KEY RESPONSIBILITES**



* **Sr.AccountsExecutive- *Dubai–UnitedArabEmirates***

***Accounts Payable andReceivable***

* Facilitate local and foreign accounts payable on monthly basis to the tune of AED 2.5 Million. Expedited payments through meticulousreconciliationandappropriateprovisioningoffunds.
* Validate invoice contents, reconcile transactions, correct discrepancies and document files accurately in accordance with companypoliciesandacceptedaccountingpractices.
* Disburse payments by ensuring all necessary documentation is attached and obtain approval according to departmental procedures.
* Renegotiatedcredittermswithexistingvendors/suppliersbasedonbusinessvolumeanddynamicbusinessrequirementsthereby improving cashflow.
* Identifiednewcosteffectivevendorsandmanagedtheirintegrationwhichresultedinmajorcostsaving.
* Overseepaymentjudiciouslytoforeignserviceprovidersinmultiplecurrencyandmonitorexchangeratefluctuationbetween currenciestocapitalizeonthegainandavoidadditionaloutflow.
* Disseminatestatementofaccountsbeforeduedate,allocatepaymentsreceivedagainstinvoicesandresolveclientqueries.
* ComposeeffectiveA/Rreportshighlightingdiscountsandpercentagesextendedtocustomers.
* EnsurethatpayableandreceivablepoliciesareinlinewithKPI’sformulatedandreviewonmonthlybasistohighlightvariation.
* Responsibleforoptimizationofcashinflowsbyautomatingdispatchofstatementofoutstandingtoclientsandensurepayment followupcycleisminimized.
* Coordinatewithfinancemanagertoputnecessarycontrolsinplacetoavoidrevenueleakage.
* Reportrevenuesonmonthlybasis,highlightrevenuetrendandanalyzevariationfromtargetsestablished.
* Respondtoinquiriesandrequestsfromlocalandoverseasclientsinatimelyandprofessionalmanner.
* Advicethefinanceandseniormanagementonclientcrediteligibilitybymonitoringtheirpaymentpatterntominimizedefaultrisk.
* Formulateweeklycollectionsummaryandensurecomplianceofcompanycredittermsbyclients.
* Reconciledintercompanyaccountsandcommunicatetomanagementtoensurenetsettlement.

### Reporting & Budgeting

* Constructedoverheadexpenditurereportonmonthendbasistothemanagementtomakecorrectivedecisionandensure budgetscontrolsareadheredto.
* Maintainrecordoffixedassetpurchased.
* Closingofmonthlybooksofaccountsincoordinationwithfinancemanager.
* Workeddirectlywithseniormanagementandauditors.
* Assistedgroupfinancialcontrollerincomposingrevenuereportandprovidecontinuousanalyticalsupport.
* Interfacewithdepartmentsandensurethatexpensesareincompliancewithfinancialpoliciesandprocedures.
* Producedmonthlyreportsoftradeexpensesandcategorizethemunderappropriateoverheadtohaveskillfulunderstanding of expensesincurred.
* LiaisewithsalesteamregularlytoupdateonsalesrevenueofclientsandhighlightvarianceinYOYturnover.

### Banking & Cash Management

* Forecastdailycashrequirement,maintainpettycashregisterandreconcilethesameondailybasis.
* Managedpettycashondailybasis,determinedailycashrequirementsofvariousdepartmentsandensurethatsufficientfunds areavailable.
* Periodicreconciliationofmultiplecurrencybankstatements,cashandcreditcardstatements.
* Reconcilecreditcardsstatementsofmultiplebanks,establishpaymentrunandseekapprovalforsettlingpaymentbefore duedate.
* **Accountant-*Dubai–UnitedArabEmirates***
* Responsibleforcarryingoutaccountingfunctionslikeaccuraterecordingofjournalentries,MaintainGeneralLedger

Schedules, Regular GL Scrutiny, Review of payroll workings, Co Ordination with Group Co’s

* VerifyallinvoicesmaterialandservicepurchasesarecrossverifiedwithrelatedPurchaseOrders/Contractstoensuretheyare complete,accurateandincompliancewiththelaiddownpoliciesandprocedures.
* Process accounts payable cheques, wire transfers as well as setting up invoices for payments, inorder to manage all accountspayabletransactions.Supplierpaymentsprocessingincompliancewiththepaymenttermsandorinstructionsin thisregardaslaiddownbythemanagement
* Issueinvoicesandcreditnotes,asdeemednecessary,inatimelyandaccuratemannerinordertoensuretimelycollectionof receivables.
* Monitoraccountstoensurethatinvoicesareproperlymanagedandanydelayedpaymentsorirregularitiesarehighlightedto thelinemanagerforsuitableremedialaction.
* CompletePreparation&submissionofInsuranceClaims&Followupsfortheclaimreimbursement.
* Computeanddistributesalaries,deductions,loanstoensurecompliancewithlaborlawsandcompanypolicy.
* MonitorPayrollandManagementReportingActivity(ProvisionforLeavesalary,Gratuityetc)