**STANY**

**STANY.326644@2freemail.com**

**Profile:** Over all 9 years of Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

**WORK EXPERIENCE:**

**M/S Abdul Jabbar Dawood Trading Company -Dubai (**Food Stuffs Import and Export Company).

***Senior Accountant/Admin | July 2014 to September 2016.***

**Responsibilities:**

**Accounts Receivables & Accounts Payable**

* Allocation of cash and cheques collection from the invoices paid.
* Follow up for the overdue payments.
* Customer reconciliations.
* Record all the cheques.
* Verifying customer statements.
* Prepare customer's statements, bills and invoices.
* Generate weekly aging reports.
* Determine payment schedules with customers.
* Manage and resolve customer inquiries.
* Compile data and prepare monthly reports and statements.
* Resolved accounts receivable issues with customers.
* Obtained credit information on customers.
* Monitored credit limits.
* Payment of suppliers after invoice due date.
* Supplier’s reconciliations.
* Checking of all the entries, cost and quantity before payment.
* Preparing monthly account payable statement.

**Reports and other responsibilities:**

* Preparing Cash flow statement.
* Monitoring Bank related issues and preparation of Bank reconciliation.
* Managing Cash flow and fund flow.
* Checking and updating petty cash expenses.
* Preparing daily invoices and checking customer credit limit.
* Updating all Import purchases and local purchases entries.
* Managing Trade Finance of the company, booking new TR and settling TR loan on maturity date.
* Monitoring Bank TR loan Report regularly.
* Handling of Import Shipments (Import purchase orders, Import payments through bank TR facility).
* Handling of import shipments municipality and custom related procedures.
* Handling of Export shipments.
* Preparation of income statement to the Managing Director Periodically.
* Preparation of Budget at the end of the accounting year.
* Monitoring vehicle insurance of each vehicle periodically.
* Finalization of accounts and handling internal audit.

**Administration & HR**

* Monitoring Attendance sheet of employees on daily basis.
* Preparing purchase orders.
* Preparing sales orders.
* Preparing price quotations to clients.
* Preparation of WPS payroll during month end.

**M/S Aujan Coca Cola Beverages Company - Saudi Arabia** (Franchisee of Wrigley’s Gum Products, Skittles).

***Accountant | September 2008 – January 2014.***

**Responsibilities:**

**Accounts Receivables:**

* Weekly Accounts Receivable Overdue Reports.
* Branch Accounts Receivable Outstanding.
* Daily Sales Order Processing of Customers after scrutinizing Of Accounts.
* Allocation of cash and cheques collection from the invoices paid.
* Checking the Daily Cash Movement prepared by the Cashier to the collections inserted in the system.

**Accounts Payable:**

* Accounts Payable payment booking from suppliers.
* Reconciling of cost, quantity and item of inventory received against the system.
* Reconciliation reports for Suppliers.
* Communicate with the suppliers regarding the differences or any other issues.

**Petty Cash Accounting:**

* Entry of expenses against petty cash fund.
* Expenses Accounting by Sub Account / CostCenter.
* Payment Requisition of Petty Cash Expenses reimbursement from Head Office.
* Passing necessary Closing Entries at the end of the year.

**Inventory:** (Inventory accounting as per the WMS system).

* Entry of warehouse receipt from Suppliers.
* Entry of branch transfers IN and OUT.
* Updating of stock requisitions & stock returns.
* Physical Inventory of Stocks from warehouse, van stocks and other displays.
* Reconciliation of Computer stock vs. physical stocks.

**Reports:**

* Preparing Payroll variable data.
* Head Office & Inter branch Reconciliations/Suppliers reconciliations.
* Inventory Reconciliations.
* Sales Commission Computations and Reports.
* Preparation of Debit note /Credit note.
* Assist sales department with financial figures and reports to give clarity and Transparency.

**M/S APTECH Computer Education India.**

***Accounts Executive & Admin | January 2006 - July 2008.***

**Responsibilities:**

* Office Administration work.
* Preparation of Payroll.
* Checking of physical Cash Balance.
* Accounting of Daily Collection.
* Preparation of MIS reports.
* Maintaining General Ledgers
* Preparation of Daily Activity Report.
* Maintaining of day to day banking functions.

**Academic Qualifications:**

 **Master of Commerce** - KSOU University Mysore, 2005-2007.

 **Bachelor of Commerce** - Karnatak University Dharwad, 2002- 2005.

**COMPUTER PROFICIENCY:**

* Proficient in using MS Office, MS Outlook.
* Accounting Package with Tally ERP 9.0.
* MFG-PRO (VER 8.5) ERP SOFTWARE of QAD.Inc of United States, Sun System, Routetrac Accounting XNAPP system.

**KEY SKILLS:**

* Organized and methodical.
* Honest & committed.
* Meets deadlines.
* Deep sense of ethics and integrity.
* A challenger, a quick learner with proven ability to adapt with changing environments as well as capable to work under pressure.

**PERSONAL VITAE:**

Gender : Male.

Nationality : Indian.

Marital Status : Single.

Visa Status : Visit Visa (3 months – Visa valid till 21th Feb 2017).

Current Location : Burjuman, Dubai.

Languages Known : English, Arabic, Hindi, Kannada and Konkani.

Hobbies : Reading, Music, Playing games.