**YOGESH**

Email: yogesh.336619@2freemail.com

**Career Objective:**

To achieve high levels of company’s satisfaction, create synergy through interaction between team members and to grow with constant achievement of excellence. Interested to contribute and expand my knowledge, skills, and ability in an esteemed and professional organization by working with immense dedication and responsibility, delivering high competencies development, for betterment and to achieve the organization goals and objectives.

**PROFESSIONAL EXPERIENCE**

**Accountant Receivable**

Supreme Group

Dubai Silicon Oasis, UAE

June 2015 to Present

**Responsibilities**

* Maintain up to date billing system, generate and send out invoices
* Perform revenue reconciliations and ensure that revenue is booked in accordance with the company policies
* Prepare and issue monthly customer statements
* Follow up on, collect and allocate payments
* Reconciliation of trade vouchers with sales & admission system
* Monitor customer account details for non-payments, delayed payment and other irregularities by using the ageing report
* Follow established procedures for processing receipts, cash, credit card etc.
* Investigate payments which are unidentified, lost, or not accepted at the point of payment
* Investigate and resolve customer queries
* Liaise with sales team regarding credit limits and customer offers
* Ensure the correct price is setup on the system for each customer
* Required to maintain regular contact with various departments to ensure all revenue has been invoiced.
* Weekly & Monthly reporting of Accounts receivable Ageing report to Management
* Tracing of overdue payment and Follow up with customers
* Collect data and prepare monthly metrics
* Any other duties may be reasonably requested by the Management Team

**FINANCE SUPERVISOR**

Supreme Group

Africa, Mali (Bamako) UN MISSION PROJECT

2013 -2015

**Responsibilities:**

* Prepare and distribute budget reports and financial statements to management in a timely fashion.
* Manage account payables and receivable activities in a timely manner.
* Perform account reconciliation activities on periodic basis.
* Update general ledger on a regular basis and ensure its accuracy and completeness.
* Register all finance transactions accurately for future references.
* Perform necessary variance and other accounting analysis to identify and resolve any discrepancies or gaps.
* Manage financial reporting and management tasks.
* Address financial issues and inquiries from internal and external customers.
* Develop best practices to enhance operational performance and productivity.

**ACCOUNTANT**

Supreme Group

Africa, Sudan (Khartoum) UN MISSION Project

2012-2013

**Responsibilities:**

Generating customer invoices for billing to the customer every week & Month. Both systems generated sales order and Manual invoices.

* Verification of Signed delivery note from the customer according the number of the sales order during the period.
* Computation of monthly income Accrual
* Weekly and Monthly cash & Bank Reconciliation.
* Liaise and coordinate with suppliers
* Monthly Finance reports**.**

**FINANCE PAYABLE SUPERVISOR**

Supreme Group

Afghanistan Kabul DLA Project-

2010-2012

**Responsibilities:**

* Handle all expenses accounts of an organization.
* Code and enter expense invoices into records and databases.
* Prepare financial expenses reports and statements for the management.
* Prepare budget for office expenditure.
* Manage and control office expenditure within the budget.
* Supervise and update accounts payable records.
* Reconciliation of vendor accounts and their balances.
* Resolve payment issues with assigned vendors.
* Assist and support accounting manager in his tasks.

**Accounts marketing Executive**

Bharti Airtel

Darjeeling, India

Nov 2003 to Feb 2005

 **Responsibilities**

* Dealing with supplies / Retailers on a day to day basis and ensuring high standards of customer service follow up invoices, receivables and payables.
* Encoding all receives, invoices from the clients.
* Identifying growth areas & developing relationship with customers.
* Market surveying, understanding the customers need & requirements about the product and following up with the market feedback.

**Data Entry Encoder/Accounts**

Interior Designer office

Darjeeling, India

May 2005 to April 2010

**Responsibilities**

* Handling the responsibilities of the entire duties of the office staffs.
* To upload all the daily report of the office works customer invoices and updating daily orders received from the client
* Keeping the records, monitor follow up the receivable and the payments for clients
* Daily reconcile and make a report which will be submitted to the senior accountant.

**EDUCATIONAL ATTAINMENT**

* **B.COM Graduate** :North Bengal University Year 2002
* **M.com** :Netaji Open University, Kolkata Year 2008
* **TECHNICAL** :Certificate of Core Competence in Computing from NIIT (2003)

 :Honours Diploma in Web Centric Computing from NIIT (2004).

**RELEVENT SKILLS:**

* Proficient in Microsoft word and advance Excel (pivoting-lookup, sumif, macro)
* Extensive experience in accounting system Microsoft Dynamics (AXAPTA 2012)
* Good written and verbal communication skills.

**PERSONAL DETAILS**

Name : **YOGESH GURUNG**

Date Of Birth : 07/03/1980

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, Nepali, Bengali

**References** : Senior Finance Manager (can provide details upon request)

**DECLARATION**

The above furnished details are true and correct to the best of my knowledge.

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