# SAMUEL

# samuel-387806@2freemail.com

**Accountant having 7+ of year’s of experience in Finance, Accounting and Investment Banking Sector. Experience in Tally ERP, SAP, Winman TDS, Winman CA ERP, Bloomberg, VAT Return, WPS preparation and electronic salary transfer.**



WORK  09/04/2019 to Till Date EXPERIENCE

**Accounts Executive** Skin Care Clinic in DMCC, Dubai

# Work/Process Details:-

Managed and looked after daily transactions and make appropriate entries for financial records and Preparation of monthly financial reports and bank reconciliation statements. Maintained daily petty cash Transactions and clinic expenses on monthly basis

**Work/Process Details:-**

* Reconciliations of Banks
* Performing accounts payables functions.
* Material management in SAP (From PO creation to Invoice verification).
* Clinic Petty Cash Handle on monthly basis
* Sales reconciliation of UAE region
* Administering online Banking functions
* Administering online Banking functions

WORK  21/06/2018 to 14/09/2018 EXPERIENCE

 **Accountant**

Abu Dhabi,UAE

# Work/Process Details:-

Managed and looked after daily transactions and make appropriate entries for financial records and preparation of monthly financial reports and other statements to management for timely review and Implementation of policies, procedures and operational strategies. Maintained daily petty cash transactions and other monthly records for salary, Stock and sales record

# Responsibilities handled in the organisation:-

* + Recording and maintaining of daily cash/Bank transactions.
	+ Preparation of statements to managements such as Stock, Salary etc...
	+ Assisted in preparing and filing of quarterly VAT Return as per UAE Act.
	+ Tallying and closing of Daily cash receipts record them properly.
	+ Maintaining of Petty Cash Book and passing appropriate entries.
	+ Monthly Stock Verification and reconciliation of book of accounts.

WORK EXPERIENCE



WORK EXPERIENCE



 04/11/2016 to 12/06/2018

# Sr. Accountant / Auditor

Naveen V P & Company, Chartered Accountants

# Work/Process Details:-

Responsible for the overall audit and accounts program for the banks, private limited companies, firms and individuals and operating independently of other departments. Also managed accounting activities to ensure compliance with GAAP, Corporate policies and external audits. Managed in preparation of monthly financial reports and other reconciliation statements to management for timely review and implementation of policies, procedures and operational strategies.

# Responsibilities handled in the Organization:-

* Supervise and conduct concurrent and statutory audits of banks, firms, tax audit individuals and prepare reports and submit to management for varies analysis.
* Preparation and finalisation of financial statements and preparation of computation of Income Tax Return and Filing of the same as per Income Tax Act 1961.
* Planning and allocating resources and individuals in accordance with skills ad schedule.
* Managing and overseeing the daily operations of the accounting department.
* Identifying ways to maximize the relationship with clients and deliver added value.
* Carry out practice management activities and undertake wider office activities as required Eg.resource client billing etc…
* Provide training to new and existing staff as needed.
* Ensure adequate controls are in place and adherence of the same. i.e. policies and procedure  04/11/2013 to 03/11/2016

# Article Assistant

Pillai & Associates, Chartered Accountants

# Work/Process Details:-

Managed, looked after and review the accounts of companies and organizations to ensure the validity and legality of their financial records. Also act as an advisory role to recommend possible risk aversion measures and cost savings that could be made. Often work with accounting department and examining the money going in and out of organization and making sure it is recorded and processed correctly.

# Responsibilities handled in the Organization:-

* + Finalization and preparation of books of accounts
	+ Manage and assist Concurrent Audit and Statutory Audits of different banks.
	+ Tax Audits for Private Companies, individuals and firms.
	+ Tax Planning and TDS Compliance.
	+ Direct and Indirect Tax matters including Income tax, service Tax and Sales tax matters.
	+ ROC matters related to Company Incorporation, Company Closure, Annual Audit as per companies act of India 2013
	+ Guides accounting clerical staff by coordinating activities and answering questions.
	+ Reconciles financial discrepancies by collecting and analysing account information.
	+ Secures financial information by completing data base backups.

 January 2011 - August 2013

# Operations Executive

The Bank of New York Mellon India Pvt Ltd

# Work/Process Details:

WORK EXPERIENCE



Managed investment is owned by High Net worth (HNI) and Ultra High Net Worth individuals (UHNI) and looked after by a hired professional money manager. They are personalized investment portfolios tailored to the specific needs of the account holder of individual or institutional investor. The Managed Investment team provides back office support to number of clients in the Managed Investment industry. These services include Account Opening, routine Maintenance activities and handling of Initial Funding Requests on Accounts for the MI

# Responsibilities handled in the Organization: -

* **Account Opening Services** \* Process new account paperwork and resolve discrepancies. \* Establish account numbers and data. \* Post seed assets and cash, if necessary. \* Set account investment restrictions as instructed.
* **Daily Reconciliation Services** \* Verify receipt and ensure completeness of the electronic trading file transmitted daily from the sponsor. \* Perform a trade discrepancy analysis and notify sponsor and manager of pending price discrepancies and resolve accordingly.
* **Account Administration Services** \* Confirm account number changes with broker, freeze accounts as required and establish new account numbers on system. \* Modify system data to reflect client account changes such as profile data, investment restrictions, deposits/withdrawals, investment strategy etc. \* Code accounts on the system as closed/terminated. \* Verify the assets have been sold; ensure that sale proceeds match the sponsor’s records.
* **Client Servicing** \* Setting out quality standards for various operational areas, ensuring a high-quality customer experience while adhering to the SLA and TAT. \* Monitoring the overall functioning of process, identifying improvement areas and implementing adequate measures to maximize customer satisfaction level.
* **Ancillary Services** \* Open architecture account support (e.g. manual reconciliations and statement mailings) \* Customized internal and/or external reporting.

EDUCATION



# Master of Business Administration, Finance Management

School of Distance Education & Learning Jaipur National University, Jaipur, Rajasthan

# Post Graduate Diploma in Finance Management

Maharashtra Institute Of Technology (MIT-DE) Recognised by DEC-Gov. Of India

# Post Graduate Diploma in General Management

Maharashtra Institute Of Technology (MIT- DE)

Recognised by DEC-Gov. Of India

# Bachelor of Business Administration, Financial Management

Poona College, Pune University Pune, Maharashtra

SKILLS



* + Expertise in working with MS Office
	+ Experience of working with Tally ERP Systems, Winman ERP, Winman TD Finacle DR&DC, I-Nautix, APL, Bloomberg
	+ Ability to provide excellent Customer service
	+ Proficient in team member, determined and quick learner with interpers skills.

PERSONAL :

Marital Status:

Single

Birthday: July 20, 1989 Nationality: India Gender: Male

**Declaration**

I, SAMUEL, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

# SAMUEL