

Shraddha Risaldar

Accountant - Horizon Star Shipping LLC

Dubai

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Work Experience

Accountant

Horizon Star Shipping LLC - Dubai

June 2017 to December 2017

United Arab Emirates

Company Industry: Shipping

Job Role: Accounting

- Receivable & payable management in Quick Books.
- Creating Customer's invoices in system.
- Sending Invoices through email and courier to customer.
- Regular follow-ups with customers for outstanding payment as per credit terms.
- Receiving & Recording Payments in system.
- Arranging cheque deposits and cheque collection.
- Receiving, verifying & recording vendor Invoices in system.
- Arranging payments to local & international vendors as per credit terms.
- Maintaining Company's Bank & Petty Cash.
- Bank Reconciliation.
- Creating monthly / Quarterly / Yearly reports.
- Updating management with the daily transactions report.
- Filing Documents.
- Processing employees payroll.

Junior Accountant

NYK LINE I Pvt Ltd - Mumbai, Maharashtra

June 2012 to November 2015

India

Company Industry: Shipping

Job Role: Accounting and Auditing

- Bank Reconciliation for All over India Online & Physical Payment.
- Posting of Payment receipts against daily collection from all over branches in India and updating the collection report in SAP & OSCAR system on daily basis.
- Being the key point of contact for Online Payment & physical payment receipts.
- Maintain record of Online & Physical payment.
- Maintain Outstanding Report and payment schedules as per aging and forward the same to Make follow up calls and email to the Credit Customers for Delhi Branch for unpaid Invoices
- Research & resolve payment discrepancies of customer.

Office Accountant

Subhadra Engineering Corporation - Mumbai, Maharashtra
February 2011 to March 2012

India

Company Industry: Lubricants/Greases Blending

Job Role: Accounting and Auditing

- Make Purchase Order, Sales Order & payment Vouchers.
- Maintain Record Of Stock.
- Conducting Stock Reconciliation per month.
- Maintain Payment & Receipt of Organization.
- Accounting up to finalization.
- Bank Reconciliation.
- Calculating Depreciation & Passing necessary entries.
- Preparing & Monitoring Weekly Fund Flow Statement for Management.

Education

Master's degree in Commerce

Mumbai University - Mumbai, Maharashtra
October 2011

Skills

- Microsoft Office (Less than 1 year)
- MS OFFICE (Less than 1 year)

Additional Information

SKILLS

Microsoft Office
(Intermediate)