

Bhavishya Sharma

Accountant -Available Immediately

Dubai,UAE 00

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Motivated Accounts Assistant with 3 years of progressive experience in the UAE in Various industries. Offering expertise in various accounts softwares like Tally,Xero,Sap,Oracle,Zoho books,Quickbooks, Oracle -Payables etc,Highly Efficient and Quality Driven, with aptitude in a variety of professional level accounting duties such as preparing, maintaining, analyzing, verifying, and reconciling financial statements ,assist in growth of company.. Energetic self-starter and team builder able to navigate high-stress situations and achieve goals on time and under budget.

Work Experience

Accounts Payable Assistant -Temporary

KAMAL OSMAL JAMJOOM GROUP - DUBAI

June 2019 to January 2020

Handling Accounts Payable for Morocco and UAE.

Handling Petty Cash liquidation, meeting deadlines and managing time to time reconciliations update. Supplier payments and other related Reconciliations.

Handling Vat Monitoring Reports for Morocco and Middle East.

Helping in updates of signatories and update of registers from time to time.

Handling shipping and Product related Invoices and solving the discrepancies, if any.

Receiving of approved and complete payment documents (Commercial Invoice, approved PO/LPO (with 3 quotations if required), Receiving Report/Delivery Receipts) for processing.

Daily processing of all the payments which includes verification of the documents submitted by the different departments & shops, posting the transactions in the ORACLE and checks prepared to be forwarded to Accounting Manager for review and approval of the Finance Director.

The reviewed checks will be routed for signing of the designated signatories.

Monitoring and analysis of all advances except Advances to Suppliers and coordinate with concerned departments for their status.

Monthly checking and verification of credit card transactions and travel ticket charges and records the same in Oracle.

Attending payment related queries.

Prepare cheque for manual payroll not included in HRMS data.

Facilitate all payment for End of Services.

Processing of cheque for fund transfer •Facilitate all utilities payment such as telephone, electric etc.

Receiving of excess cash advance and preparation of deposit slips.

Reconciliation of Suppliers Statement of account against our subsidiary ledger.

Handling accuracy recording of rental of all shops, offices and warehouses.

Posted financial data in Excel spreadsheets and managed inventory.

Verified items billed against items received and followed-up with vendors and employees to reconcile variances.

Reviewed general ledger entries for accuracy and to determine completeness.

Accountant

Ayana Holdings - Dubai

February 2019 to June 2019

- Handled 10 sister companies,which includes Architecture,Construction,Interiors,Consultancy,Branding ,Hospitality and Trading sectors all together.
- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills & reconciliation of total turnover.
- Bank, Debtors & Creditors, Credit Card Reconciliation.
- Maintain cash transaction & petty cash book, preparing cash.
- Day to day cash & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Preparing of Tax invoices, Vouchers & Agency Payment.
- Sales & Purchase total reconciliation of accounts calculating VAT.
- Reconciliation of Bank Statement at the end of month.
- Ensure day to day filing to invoice and match the cash register.
- Maintain salary register in MS-Excel.
- Maintain Balance sheet & profit & Loss.
- Coordination with Document Controllers and Proposals

Accountant

GOLDEN TRIDENT EMPLOYMENT SERVICES AGENCY - Dubai

June 2017 to January 2019

Worked for various companies under the employment services firm.

Companies that I worked for a major Span of time were:- 1. WAKIRA INVESTMENTS -RESTAURANT CHAIN INVESTMENT COMPANY

1. APPLE STAR COMPUTERS LLC- I.T. HARDWARE TRADING COMPANY
2. FUTURE RIDERS LLC- TRADING SECTOR COMPANY

Verification of bills & reconciliation of total turnover.
Enter posting of purchase, sales, payment, receipt collection & journal voucher.
Bank, Debtors & Creditors Reconciliation.
Maintain cash transaction & petty cash book, preparing cash.
Day to day cash & bank transactions.
Preparing outstanding list of Debtor & making Payment follow-up.
Preparing of Tax invoices, Vouchers & Agency Payment.
Sales & Purchase total reconciliation of accounts calculating VAT.
Reconciliation of Bank Statement at the end of month.
Ensure day to day filing to invoice and match the cash register.
Maintain salary register in MS-Excel.
Maintain Balance sheet & profit & Loss.
Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
Maintained integrity of general ledger, including chart of accounts.
Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.

Provided extensive clerical and administrative support to department staff.

Trainee Accountant- Intern

Chahat Trading Agency - Kota, Rajasthan

August 2016 to April 2017

- Ensure timely payment of all accounts payable
- Manage all payment methods throughout the company while maintaining a strict budget
- Monitor day to day sales and profit growth.
- Met weekly with members of the accounting team to discuss relevant accounting aspects
- Handled general assistant duties to support the entire accounting team, including photocopying and filing paperwork

PART TIME DATA ENTRY OPERATOR

BURHANI AND ASSOCIATES - Kota, Rajasthan

June 2015 to November 2015

- Edited, processed data entry and distribution of raw source documents.
- Collected, assorted and verified accuracy of data provided.
- Filled machine with input and output media as required.
- Audited input and output data for accuracy and recommended corrective action.
- Routed data to appropriate staff for follow up and additional review.

Education

MBA in Corporate Finance and Management accounting

NIBM School of Distance Education - Pune, Maharashtra

December 2018 to Present

B.com honors in COMMERCE

Kota University, Janaki Devi Bajaj College - India

March 2014 to April 2017

Higher Secondary school in Commerce

SOPHIA GIRLS SR. SEC. SCHOOL - Kota, Rajasthan

March 1999 to April 2014

Skills

ACCOUNTANT (5 years), Accounting (5 years), Microsoft dynamics (Less than 1 year), Balance sheet (4 years), Branding (Less than 1 year)