



## SAKINA BANU M

### GENERAL LEDGER ACCOUNTANT

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#614, Al Ghurair Apartment 4542,  
Al Barsha 1, Dubai

### EXECUTIVE SUMMARY

Highly motivated, organized and analytical accountant with 3 years of experience in maintaining accurate and timely production of accounting and financial reports with key strengths in planning and problem solving. Seeking for an opportunity to leverage my professional experience and aid in the growth and achievement of business goals.

### SKILLS

- Enterprise Resource Planning- **Steeb, Sage & ProAlpha**
- Microsoft Office
- Bookkeeping and reporting
- Team management
- Accounting management
- Financial Accounting
- Mail handling
- Bank reconciliation

### CERTIFICATION

**DCA- Diploma in Computer Application**  
**Tally.ERP 9 expected completion- 2016**

### LINGUISTIC ABILITY

English, Hindi, Tamil, Urdu, Kannada

### VISA STATUS

**Residence (Husband's sponsorship)**

**DATE OF BIRTH - 26/05/1995**

### ACADEMIC BACKGROUND

#### Bachelor of Business Administration

MGR COLLEGE OF ARTS & SCIENCE

PERIYAR UNIVERSITY | 2012-2015

### PROFESSIONAL EXPERIENCE

#### School Accountant & FOH

#### Elegant International School

**05 May 2017 - 30 April 2019**

- Prepared accurate and timely recording in compliance with the policy requirements
- Maintained accuracy of record keeping system and financial summaries
- Reviewed all financial documents including projected cash flow, income statements and cash disbursement schedules.
- Coordinated with purchasing to verify record keeping and accuracy of invoices, delivery receipts, requests for purchase orders and other relevant documents.
- Maintained records of account receivables and payables on a regular basis
- Monitored collections and communicated with the clients regarding unsettled balances
- Handled cash deposits and vault inventory
- Analyzed various reports for all students accounts
- Reconciled multiple bank accounts monthly
- Filed and maintained appropriate student fee records, and other financial documents
- Protected confidentiality of records and used discretion when sharing any such information within legal confines
- Maintained inventory account of books, materials, uniforms and other assets
- Prepared various reports on a regular basis and supplied authorities with valuable information

- Issued paychecks to vendors and other employees on a monthly basis
- Reviewed employee pay adjustments using the proper accounting procedures
- Reviewed and approved the fixed asset invoices and journal entries
- Collected invoices for new assets, completed transfers within and between organizations
- Planned budget for activities such as educational outings, sporting and school annual events
- Provided cash position reports including forecast on expenses of warehouse and purchasing department
- Administered school procedures by counseling parents on admission criteria, collate applications for admission and monitor criteria being applied consistently
- Dealt diplomatically with telephone enquiries and visitors on behalf of the Directors
- Served as a liaison between the organization and clients on progress over safety & education quality
- Participated in scheduling the yearly planogram for students including teachers
- Performed secretarial, clerical tasks such as copying, laminating & running school errands
- Making appointments and maintaining the minutes of meetings
- Supporting HR operations in generating the leads, hiring, training, disciplinary action and termination
- Maintaining HR records by designing a filing and retrieval system, keeping past and current records

**Accountants Executive**  
**Capgemini Business Services Private Limited**  
**08 August 2016 - 03 May 2017**

- Extracted data, bank statements from various reporting tools and created books of accounts
- Maintained files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Performed GL Module in accounting softwares such as STEEB, Sage & ProAlpha to work in complex environment with strict deadlines on projects
- Handled accounting and related system reports for accuracy and completeness to include auditing records and transactional data.
- Managed entire accounting cycle including journal entries and proper general ledger coding in support of accurate closings.
- Prepared monthly, quarterly & yearly reconciliations of all bank accounts to achieve accurate validation of accounting reports.
- Partnered with auditors on annual audits and realized compliance with legal tax guidelines.
- Maintained Fixed assets and depreciation schedules
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Prepared various journal entries in GL Module like Accruals, Salaries, Wages, etc.

- Analyzed and performed tasks related to foreign currency exchanges for closing of accounts.
- Worked closely with AR, AP and payroll team in obtaining and processing information accurately into financial system
- Ensured financial statements including balance sheet are in accordance with GAAP requirements.
- Contributing a strong client relationship through positive interaction with client personnel.
- Maintaining client confidence and operations by keeping financial information confidential.
- Communicate with manager on work status & client issues that arise
- Securing financial information by completing database backups
- Produce error-free accounting to summarise the financial status,

### **ADDITIONAL COURSES**

Post Graduate Diploma in Education Administration & Management

### **TRAININGS AND PROJECTS**

- Campus to Corporate Training conducted by the MGR Placement, Hosur
- Inplant Training project in Shardlow India Limited, Hosur
- Study on Job Satisfaction in Geethanjali Industries, Hosur
- BPO Training Program organized by Tata Consultancy Services, Bangalore
- Professional Skill Development Training at iPRIMED Education Solutions Private Ltd., E-city

**References & supporting documents to be furnished upon request**