**CURRICULUM VITAE**

****

**SHABNA SIDDIQ**

**Dubai, U.A.E.**

**Mob: 00971-505189869**

**Email:** [**shabnas@hotmail.com**](mailto:shabnas@hotmail.com)

**PROFILE**

Results oriented accounting professional with over ten years of experience with good knowledge of general accounting principles and practices. Good interpersonal and communication skills, fast learner, innovative, like working in a group environment.

**EDUCATION DEVELOPMENT**

Degree: Bachelor of Commerce, Madurai Kamaraj University, India. June-2005

**SKILLS AND ATTRIBUTES**

* Knowledge on AP Process flow, PO & NON PO based system.
* Working knowledge on Basic Accounting principles (IFRS, IAS, and GAAP).
* Working Knowledge in MS – Office (specific to Word, Excel, PPT, Visio).
* Working Knowledge in Adobe.
* **Knowledge on SAP- FICO- AP & MM Module**
* Multiple Task Management.
* Problem-solving & analytical ability.
* Excellent Verbal & Written Communication skills.
* Judgment & Decision-making skills.
* Time management skills.
* Accuracy & Attention to detail.
* Business math skills.
* Ethical standards.

**PROFFESIONAL EXPERIENCE AND ACHIVEMENTS**

**Gulf Polymers Distribution FZCO (Chevron Philips Chemicals)**, DAFZA, Dubai**.**

September 2012 –till date

**AP Accountant**

Activities:-

* Establish an Effective, Efficient & Economical Process to Timely Receive, Login, Monitor, Validate, Classify (GL), Obtain Approval and Accurately process of PO & Non PO Type invoices into **SAP** System.
* Responsible to Process Local invoices, Issue Check Payments, and Manage Petty Cash at Dubai Office.
* Establish an Audit Process to identify duplicate, over/under billed, unsupported vendor invoices and raise disputes within stipulated time frames to obtain necessary Credits/Debits notes towards settlement. (“Micro Audit Validation & Verification Process”).
* Ensure a “Vendor Reminder System’ in place to send weekly reminders to vendors for issuance of invoices where services have already been obtained but invoices for the same are yet to be received. Ensure Monthly receipt and reconciliation of “Statement of Accounts” for Major vendor accounts in order to have smooth Internal / External Financial Audits.
* Generate & Review GR/IR reconciliation reports on a weekly basis and performs “Ageing analysis”, Reconciliation & follow up for open items that are accrued in the ERP system. Monitor Service Purchase orders & other related issues to clean-up the open items.
* Review Contracts signed / proposed between the Group (intercompany), Affiliates, Vendors (Ocean Freight, Trucking, Warehousing, Hubbing services etc.), Service providers (VAT, Customs, Fiscal Representations etc.) and other Third parties and suggest necessary measures protecting the interest of the company; Issue Vendor Specific Invoicing instruction before commencement of billing cycles.
* Ensure compliance with intercompany agreements, and other agreements with third party companies or service providers: Confirm Charges & Rates billed are in sync with agreements signed.
* Ensure Vendor Payments are monitored for timely disbursals by Treasury Team. Liaise with Vendor Accounting Team in case of any payment issues.
* Ensure Vendor Payments are made in time and Master Data” is updated with the latest contact & banking details, payment terms, and other information to ensure timely and accurate payments.
* Responsible to Verify, Validate and Process Inventory adjustments proposed from Asia & Europe Warehouses in **SAP**.
* Ensure VAT Compliance & Reporting.
* Timely and accurate preparation of Intercompany invoices for charges paid and re-billed to appropriate JVs.
* Perform necessary Periodical (Month-end / Year-end) accounting activities before book closure; Prepare Monthly Reconciliations for Corporate Credit Card Usage & Checks issued out of Dubai office and communicate the same to Treasury Team.
* Prepare necessary Accruals in **SAP** for services (Warehousing, Hubbing, Intercompany services etc.) received where necessary liabilities are yet to be recognized.
* Communicate Vendors regarding the Rate of Exchange (ROE) to be considered for Billing for their monthly services.
* Facilitate Fund Transfers towards Credit Notes issued to customers
* Active participation in **SAP FIT Testing** & updates.
* Active participation in Vendor System Testing & Updates.

**Zafco FZCO**, JAFZA, Dubai**.** March 2010 – October 2011

**Accounts Payable Accountant**

Activities:-

* Vendor reconciliation and processing payments within payment terms.
* Various G/L reconciliations.
* Reconciliation and maintenance of GR/IR and supplier down payment accounts in SAP.
* Intercompany reconciliation.
* Fixed assets register maintenance.
* Bank Reconciliation.
* Creating of vendor accounts with prior approval and approved Supplier’s list maintenance.
* Employee travel reimbursements.
* Maintain updated schedules for Accruals & Prepayments.
* Assist with preparation of monthly financial reports.

**Philips Electronics MEA**, Dubai**.** November 2009 - December 2009

**AP/GL Accountant (temporary)**

Activities:-

* Monthly reconciliation of AP and General Ledger in **SAP** and Vendor payments.
* Bank Reconciliation.
* Creating of vendor accounts with prior approval and approved Supplier’s list maintenance.

**Nokia Siemens Networks MEA Fze**, Dubai**.** May 2008 - June 2009

**Junior Accountant**

Activities:-

* Monthly reconciliation of AP and General Ledger in SAP.
* Vendor Payments (Local and Foreign vendors).
* Fixed assets register maintenance.
* Bank Reconciliation.
* Creating of vendor accounts with prior approval and approved Supplier’s list maintenance.
* Employee travel reimbursements.
* Assist with preparation of monthly financial reports.

**Modern Freight Company LLC**. Dubai. December 2004 – April 2008

**Accounts Executive (Payables)**

Activities:-

* Bank Reconciliation.
* Vendor reconciliation and processing payments within payment terms.
* Verification of invoices and vouchers.
* General ledger journal entry preparation and G/L reconciliations forassociated accounts.
* Provide support on month-end closing activities.

**Accounts Executive (Receivables)**

Activities:-

* Debtor account maintenance and reconciliation.
* Follow up, collection and allocation of payments.
* Process Cheque receipts and bank transfer receipts.
* Prepare bank deposits.
* Prepares monthly receivables statement.
* Work closely with GL accountant and provide necessary information/schedules.

**Allied Transport Est**, Dubai. July 2003 – October 2004

**Accounts Assistant**

Activities:-

* Matching supplier’s delivery notes to invoices.
* Posting the invoices to the ledger.
* Receive and process all invoices, expense forms and requests for payment.

**PERSONAL INFORMATION**

Nationality : Indian.

Birth date : 06 June, 1985.

Gender : Female.

Marital status : Married.

Passport No : R7661539 valid till 30/04/2027.

Visa Status : Husband Sponsorship

Linguistic Skills : English, Hindi & Malayalam.

Driving License : Holding a valid U.A.E. driving license.

I hereby declare that all the information mentioned above is true to the best of my knowledge.

**SHABNA SIDDIQ**