

**SARANYA P T**

**Senior Accountant**

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To be associated with an esteemed organization that provides me a challenging career and work hard for the development of the organization. Strongly believe in the power of knowledge, which made me to strive continuously looking for avenues to learn.

**ACCOUNTS EXPERIENCE: 9 YEARS (5 years UAE)**

Experience in Information Technology (IT), Food and Beverage(F&B), Real Estate, Freight & Forwarding, Rental car and Travel Industry.

**ACCOUNTING SKILLS**

Tally Prime	QuickBooks Online	ZOHO Online
QuickBooks Desktop	SAP ERP	Pact Software
Accounts Receivable - O2C	Accounts Payable - P2P	General Ledger - R2R

**Senior Accountant**

**Al Zabadi Al Mumayez Rest LLC (Yog Up)**

October 2023 to Present

- Handling complete accounts till finalization of 6 branches efficiently.
- Provide accurate Trail balance, Profit & Loss, Cash Flow and Balance sheet to the management and prepare month end closing activities.
- Prepare VAT Calculation & VAT Filing timely and accurately.
- Update Sales from cash, credit card and delivery platforms and calculate service charges from the sales from Credit card and delivery operators.
- Reconciliation of Banks, branch Petty cash statements and owner Credit card statement.
- Keep a track on all the purchases and supplier management through ageing method.
- Process bank transfers, monitoring on bank transactions.
- Identifying and resolving discrepancies on sales and purchases and provide Events financial statements to the management.
- Prepare payroll through WPS and end of service benefits.
- Analyzes financial performance and cost analyses for all branches and provide reports of estimated future costs and revenues.

**Senior Accountant**

**Freelance Accounts, Dubai**

November 2022 to 10 October 2023

- Reviewing all the financial documents and providing financial statements as per the client requirement and Providing exact financial position of the company.
  - Maintain accurate financial records, Record of day-to-day financial transactions including accounts payable and receivable, expense tracking and month end entries.
  - Calculate tax payments and returns and filing it.
  - Monitoring petty cash payments and the bills associated with it, Supplier and Customer reconciliation and send SOA.
  - Creating different currency payments and creating Invoice for the different currency as per the shipping policy.
  - Prepare invoices for Car rental in Node software and update all the car deals in RTA portal.
  - Verify and maintain of KYCs and AML and ensuring timely and accurate payroll, calculation of Staff Provisions, Deductions, Bonuses etc.
  - Liaising with Banks and provide necessary documentation and information to auditors.
- Note: Worked with 6 clients, Clients detail can be shared during the interview.

## **Accountant**

### **Roast Specialty LLC, Dubai UAE**

September 2020 to October 2021

- Handled accounts of 3 stores and accounted all the sales & purchases efficiently.
- Prepared reconciliation of Bank, vendors, receivables, and credit card and petty cash.
- Prepared monthly aging report & issue payments based on the supplier cycle.
- Handled accounts payable and receivable and also handled internal & external audits effectively.
- Reviewed and analyze Trail balance, Profit & Loss and Balance sheet and handled month end closing activities.
- Migrated company's accounts from QuickBooks to Zoho books software.
- Implement new POS software and handle back office inventory effectively.

## **Project Accountant**

### **Tata Institute of Fundamental Research - NCBS (Central Govt of India)**

January 2019 to February 2020

- Performed and provided needful for Internal and External audit.
- Calculate Sgst, Cgst, Igst, Tds and Tds under Gst.
- Examine original Bank Guarantee's & maintains record of all Bank Guarantee's.
- Manage account activities to ensure compliance with accounting principles and polices.

## **Assistant Accountant**

### **Bizhub Consultancy DMCC, Dubai UAE**

January 2015 to January 2017

- Maintained daily cash and bank transactions.
- Generated vouchers, purchase sheet, sales sheet, cash flow and balance sheet in Excel.
- Assisting in preparation of company annual budget.
- Chasing customers for payments on timely basis.
- Prepared payroll statement, annual leave, overtime, and end of service benefits. Assisting in the preparation of monthly Financial Statements.
- Generated reports to external auditor and liaising with Bank & Government offices.

## **Finance & Accounts Executive**

### **IBM Bangalore India**

January 2012 to September 2014

- End to end knowledge of Order to Cash domain.
- Calculating client air shipping charges.
- Worked on SAP manual and electronic order process.
- Prepared Quotation and Created customer master data and issued purchase order.
- Analyzed the credit policy of the clients while preparing purchase orders.

## **ACHIEVEMENTS**

- Certified as Super Talented Achievement (STAR) award from IBM in 2014.
- Awarded 6 times as Best performer of the month.
- Awarded for 100% quality achiever in IBM.

**EDUCATION**

<b>Certificates</b>	<b>Institution</b>	<b>Year</b>
MBA – Finance	SMU University, Bangalore	2013 - 14
B.com	Bangalore University, MLAFCW College, Bangalore	2009 – 11
SSLC & PUC	Karnataka State Higher Secondary Board , SVK School, Bangalore	2008

**LANGUAGES KNOWN:**

	<b>R</b>	<b>W</b>	<b>S</b>
<b>English</b>	Y	Y	Y
<b>Hindi</b>	Y	Y	Y
<b>Malayalam</b>	N	N	Y
<b>Kannada</b>	Y	Y	Y
<b>Tamil</b>	N	N	Y

**PERSONAL DETAILS:**

Nationality : Indian  
Date of Birth : 21 July 1 990  
Marital status : Married  
Passport Number: R9079577

**REFERENCE:**

Upon on request.

**DECLARATION:**

I hereby declare that the above mentioned are true to the best of my knowledge and belief.

**Place: Sharjah, UAE**

**Date:**