

Munesh Kurma.

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UAE Driving Licence No. 2776433



OBJECTIVES

Accomplished candidate with ability to work, motivate, and direct instructions while maintaining high interest and achievement aiming towards rendering my knowledge, experience, and expertise in all aspects starting from organizational management to administrative ability with the values and principles of life.

PROFESSIONAL EXPERIENCES

Accounts Payable In-charge - Finance Department
Earth Super Market LLC (Earth Retail)
Emirates Palace, Abu Dhabi, U.A.E

Dec 1, 2019 – Present

Education Qualifications

Master's in Business Administration
Major in Financial Management
Osmaniya University hyderabad, 2014

B.COM Computes Applications
Vaageswari Degree College
Karimnagar Telangana, 2012

Board of intermediate Karimnagar
Vaishnavi college Intermediate(C.E.C)
,2009

PERSONAL DATA

Age : 32 years
Gender : Male
Civil Status : Single
Citizenship : Indian
Date of Birth : April 12 , 1990
Place of Birth : Hyderabad
Language : English/Hindi/Telugu
Visa Status : Employment Visa

- ✓ Handle Vendor Reconciliation & Payments For All Types Vendors, Issue the Cheques, Balance Confirmation to Vendors.
- ✓ Processed Accounts Payable transactions which included generating cheques, organizing, distribution and month end journal entries.
- ✓ Rebate Calculation Other Income Posting For All Vendors Using Rebate Program In Dynamics 365.
- ✓ Posting Journal Entries For Visa Expenses & Insurance Expenses, Settlement.
- ✓ Posting Stores Consumable Expense (Electricity Bills & LandLine, Mobile No.Bills)
- ✓ Creating Vendor Aging Reports, Vendor Purchase & Inventory Reports.
- ✓ Bank Reconciliation (Bank Ledgers & Payable A/C & Receivables A/C).
- ✓ Month End Adjustment Entries In Trial Balance, Differences Accrued in Journal Entries.
- ✓ Investigate all invoice variances and communicate to the Store Managers & Person In-Charge in stores.
- ✓ Visit stores for Cash count Audit of total physical cash available for stores, sales for the day, maintaining balance for the counter and vault, and the cash amount to be deposited in bank.
- ✓ Check Daily Cash Reports for all transactions in stores, and checking invoices if amounts attached are equal to the system.
- ✓ Expense Claim Report for different Department Expense.
- ✓ Provide Vendor Purchase reports to Various Departments.
- ✓ Conduct monthly & Yearly Inventory Audit for All Stores, Provide Variance Reports & Posting Inventory Adjustments.
- ✓ Escalate variances to Suppliers regarding Suppliers Reconciliation Summary attached with the Adjustments for discrepancies or variances.
- ✓ Prepare Cash Distribution Report summarizes all branch transactions such as daily sales and purchases, rentals, insurance, petty cash, salaries and wages of employees.

SKILLS AND ABILITIES

- Proficient in using Microsoft Dynamics 365 System
- Proficient in using MS Office Applications (MS Excel , MS word)
- Proficient in using Facts ERP System
- Experience in various Financial data and Reconciliation systems:
 - Strong thinking and problem solving skills – able to analyze errors/complex situations and identify appropriate solutions
 - Customer-oriented – demonstrate a positive attitude towards customer service
 - Priority setting – able to identify critical requirements and prioritize tasks
 - Excellent written and oral communication skills
 - Hard working, fast learner, can work under pressure and reliable
 - Excellent interpersonal skills and the ability to promote harmonious working relationship with others
 - Always aim to meet deadline and to exceed the expectation

Inventory Auditor In Finance Department Seven Emirates Investments (7-Eleven) Bay Square, Business Bay, Dubai, U.A.E

OCT 1, 2017 – Dec - 2019

- ✓ Posting Slips such as Manual Purchase Slip, Purchase Return Slip, and Sales Return Slip to the Facts ERP system
- ✓ Investigate all invoice variances and communicate to the Managers / Assistant Managers or to the Person In-Charge in stores
- ✓ Visit stores for Cash count Audit of total physical cash available for stores, sales for the day, maintaining balance for the counter and vault, and the cash amount to be deposited in bank
- ✓ Check Daily Cash Reports for all transactions in stores, and checking invoices if amounts attached are equal to the system
- ✓ Handle Supplier Reconciliation Report. Balance Supplier's Statement of Accounts vs Accounts Ledger – Accounts Payable. Sent email to Suppliers regarding Suppliers Reconciliation Summary attached with the Adjustments for variances
- ✓ Prepare Expense Claim Report for different Department Heads Expenses
- ✓ Monitor Delivery Notes for Special Items delivered by the Merchandising Department to the Stores and prepared monthly Miscellaneous Inventory
- ✓ Issue Document Slips request to the Operations Department for Stores use.
- ✓ Conduct monthly Inventory Audit for all stores
- ✓ Reconcile Laundry Reconciliation Reports
- ✓ Escalate variances to Suppliers regarding Suppliers Reconciliation Summary attached with the Adjustments for discrepancies or variances

Admin & Document controller Dhabi Al Khaleej trading LLC Electra street, Abudhabi

Jan 2017 - oct 2017

- ✓ Prepare Cash Distribution Report summarizes all branch transactions such as daily sales and purchases, rentals, insurance, petty cash, salaries and wages of employees.
- ✓ Prepare reports such as Accounts Receivable, Purchases, Sales, and Accounts Payable Trade and Non-Trade
- ✓ Prepare weekly and monthly sales Report to the higher management.
- ✓ Perform additional legal entity and business unit request (i.e. journalize corrections, adjustments and reclassification, provide analytical conclusion and suggest resolution on financial transaction investigation).
- ✓ Preparation of monthly expense report