

Heli Shah

Accounting Professional
(Husband Visa)

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Burdubai, Dubai, United Arab Emirates 📍

To work in an environment that provides an opportunity to learn new areas of finance & to keep myself continuously updated and prepared to face new challenges which will enhance my skills and my capability to lead; so that I can contribute my best to the concern I work for.

SKILLS

Attention to detail

Collaborator

Communicator

Willingness to learn

WORK EXPERIENCE

Account Executive

Veritas Insurance Company Pvt. Ltd, Ahmedabad

02/2017 - 11/2019

Ahmedabad, India

Company have established ourselves as a leading intermediary in the field of General Insurance. Company have a decade of experience as they started operations around the time of opening up of General Insurance industry in India. In order to ensure optimum protection for your individual as well as business needs and to provide best services.

Achievements/Tasks

- Maintain companies bank account and monthly reconciliation of bank accounts
- Update accounts receivable and issue invoices
- Recording day to day transaction in accounting software
- Prepares payments by verifying documentation, and requesting disbursement
- Reconcile accounts payable and receivable
- Handle finance department's petty cash.
- Prepare and maintain PDC's
- Assist senior accountants in the preparation of monthly/yearly closings
- Accomplishes the result by performing the duty
- File and responsible for own work documents and papers.

Trainee

Axis Bank

06/2016 - 02/2017

Ahmedabad, India

Achievements/Tasks

- Verification of cheque details.
- Verifying Cheque issuer details from the system.
- Maintain the details of the cheque approved and make day end reconciliation

EDUCATION

Bachelor of Commerce

Bhavnagar University

06/2014 - 06/2018

Bhavnagar, India

TECHNICAL SKILLS

Accounting
Software

Tally ERP 9.0

Technical
Software

MS Excel, MS Word, MS Power point

INTERESTS

Dancing

Travelling

Badminton

Reading