

CURRICULUM VITAE

ASRABEGUM

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CAREER SUMMARY:

- Having a total of 8 + years of experience in Finance, Accounting and Administration
- (R2R-AP/AR/GL/RECON/PAYROLL/CASHFLOW/CDC-PDC/MISREPORT/VAT/BRS/AGEING REPORTS/INTERNALAUDIT/INTER COMPANY ACCOUNTS).
- 2-year of experience in Genpact (MNC-BPO) for various projects. (INDIA)
- 2-year experience in – Platinum Co. (BAHRAIN).
- 2-year experience in Bawab Contracting Co. (BAHRAIN)
- 4+ years working as **Senior Accountant** - Ascend Access system. (Dubai)

TECHNICAL SKILLS:

- Knowledge in SAP (End user : FICO) Oracle Fusion, Tally & PACT
- Expertise in Microsoft Office tools.(Lookups & Pivots)

EDUCATIONAL QUALIFICATION:

- Graduation in Commerce & Post graduate diploma in computer application from Osmania University
- Master of Business Administration (FINANCE) from Jawaharlal Nehru Technological University.

AWARDS AND ACHIEVEMENTS:

- Performed multiple transition and Certified Lean ideas.
- Received the Team awards (7), Bronze awards (3) and Client awards (6).
- Received so many appreciations mails from the management & clients.

Work Experience: - Current

Experience 1 details:

- ❖ Company: ASCEND (R2R).
- ❖ Duration: Oct-2019 to Till Date.
- ❖ Region: Dubai.

Responsibilities:

- Generate, analysis and Report – Debtor ageing and reduced the receivables collection time by giving schedule of follow up based on the invoice dates to the Debt Collector.
- Verify transaction on Sales report and introduced different formats of sales report to give a clear picture to the higher management as per their different requirements.
- Handling VAT -Filing-Payment-Accounting. Always made sure to do filing well before the deadline.
- Track Current and Postdated cheque Report. And gave an accurate and reliable fund flow report for forecasting and budgeting.

- Monitor and report monthly & annual closing of all General ledgers. Accelerated month end closing process by checking the main points weekly to avoid errors emerging at later stage.
- Vouching and Verification of Quotation and Invoices (Including export & LC), related party transactions and other documents. Effectively identified the errors and eliminated ineffective redundancies.
- Monitor the flow of petty cash funds and timely liquidations thereof.
- Monitor daily cash flow and cash/cheque deposits. Identified the internal control flaw which was delaying the Deposit process and producing inaccurate daily cash flow report of the company.
- Monitor Accounts Receivables & Payables and ensure its timely reconciliation. Worked with sales & purchase department and minimized the discrepancies and made the SOAs reconcile perfectly with customers & suppliers, thus minimized the time of Receivables & Payables process cycle.
- Monitor the daily performance of the accounting team and their financial transactions and reduced the errors up to 50% .
- Generating Final reports Balance Sheet & Trial Balance and maintain error free TB. With accurate internal Audit reduced the time and tasks of External Audit.
- Reconciled the intercompany accounts periodically to give reliable reports and avoid delay in Tax filing.
- Handling BRS identifying and reporting the discrepancies and making adjustment entries and achieved accurate report generation for internal & external stake holders.
- Reconcile and monitor the Factory stock inventory in systems/software to ensure accuracy and make sure to report periodically to related authorities.
- Look after daily transactions, including accounts payable/receivable, approve general ledger entries after auditing and bank reconciliations. This made the accurate reports generated from software.

Work Experience: - Previous

Experience 2 details:

- ❖ Company: Bawab Contracting (R2R).
- ❖ Duration: June-2017 to June-2019.
- ❖ Region: BAHRAIN.

Responsibilities:

- Maintaining the Financial Records of all the projects as per the local laws and company policy.
- Maintaining the Accounts in Tally ERP.
- Process the Invoice payables.
- Making Monthly financial reports for the projects.
- Maintaining the Accounts Receivables & Payables.
- Maintain Suppliers files and quotations.
- Making the Progressive Invoices for the Projects.
- Process journal entries & reconcile general ledgers
- Generated Financial Statements and facilitate accounts closing procedure. of month end.
- Analyzing the Cost Sheets for each project.
- Handling the payroll independently including all projects overtime reports.

Experience 3 details:

- ❖ Company: Platinum Co. (R2R).
- ❖ Duration: May-2015 to May-2017.
- ❖ Region: BAHRAIN.

Responsibilities:

- Performing HR related task of maintaining employee files and Entry & Exit process of employee.
- Processing New Visa, Renewals & cancellations online through LMRA.
- Handling the payroll reporting and processing the salary as per local laws.
- Maintaining contract files of stake holders and other important documents.
- Preparation of Journal entries and posting of Accruals/Validation and interface.
- Errors and struck transactions will be cleared in tally.
- Intercompany Entities /Recurring and Allocations entries will be posted based on Client approval.
- Provided Training for New joiners
- Chart of Account Mapping and upload Exchange rate in tally.
- Balance sheet accounts will be done in Black line tool on monthly basis and Reconciliation report will be consolidated on monthly basis.

Experience 4 details:

- ❖ Company: GENPACT – MNC -BPO. (Account Payables/ Receivables).
- ❖ Duration: February-2013 to March-2015.
- ❖ Region: INDIA.

Responsibilities:

- Processing the invoices in AP side.
- Handling Activities for 4 countries is Algeria, Turkey, Jordan and South Africa.
- Making Payments and close the invoices in AP side.
- Coordinating Cash team and Counterpart to do the Cash application and close the invoices in AR side.
- Clearing the Errors on weekly basis.
- Monthly reporting for 4 entities.
- Disconnect analysis and book the Manual entries.
- Reconciliations:
 - I) High risks – Cash reconciliations will be done on Monthly basis.
 - II) Low risks– Intercompany accounts will be done on every Quarter.

Holding Valid UAE Driving License.

DECLARATION:

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

Place: DUBAI, UAE

Date:

(ASRA BEGUM)