

Gorcharan Singh

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OBJECTIVE

A skilled and talented finance professional with 6 years' extensive experience in financial consultancy, accounting and auditing role. Helped start ups in ERP implementation as per accounting standards (IAS and IFRS) and provided management with crucial financial and non-financial information to support operational and strategic decision making.

QUALIFICATION

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| • ACA (ICAEW) Institute of Chartered Accountant of England & Wales. | 2019 |
| ✓ Advance level- Continue | |
| ✓ Professional Level- Pass | |
| ✓ Certificate Level-Pass | |
| • ACCA Member (Kaplan Financial London), UK. | 2017 |
| • BSc (Hons) in Applied Accounting from UK NARIC. | 2012 |
| • CAT Qualified. | 2008 |
| • FSC Inter Mediate. | 2005 |
| • Matric | 2003 |

PROFESSIONAL SKILLS

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| • International Financial Reporting Standards (IFRS) | • International Standards on Auditing (ISAs) |
| • MIS Reporting | • Financial Analysis & MIS review |
| • Leadership & innovation | • Implementation of VAT enable accounting |
| • Working Capital Management | • Operation Management |
| • Accounts Finalization | • Preparation and Submission of VAT returns |
| • SAP A1, Tally ERP, Quick Books, Sage X300 | • Planning & Budgeting |
| • Proficiency in Microsoft office (Advance Level) | • Financial Statements |

ACHIVEMENTS: UAE Experience

- **Successful coordination with External & Internal auditors for annual audits for more than five years in UAE & UK.**
- **Responsible to handle full accounting function independently for full financial year (Construction, Real Estate, Trading, Manufacturing and services industry) in Tally ERP, SAP, Sage X300, Quick Books & Zoho Books in United Arab Emirates for more than five years.**
- **Responsible for accurate & timely financial planning & review and to support budgeting and planning team for the preparation of Budget.**
- **Responsible for implementation of VAT enable accounting packages (Tally ERP9, Quick Books, Zoho Books & Sage 50, X300).**
- **Responsible for VAT preparation, submission & coordination with regularity authority to resolve dispute.**
- **Responsible for the implementation & analysis of MIS reports for five subsidiaries.**
- **Introduced improvements in financial reports received from local and overseas subsidiaries.**
- **Complete Accounting of three project worth \$60 Million, \$20 Million and \$10 Million respectively (Project Billing, Bank and client follow up, and accounting entries).**

- Successful completion of VAT accounting for various clients across UAE, VAT submission and coordinate with regulatory authority. (Construction, Real Estate, Trading, Manufacturing, Transportation, Import & Export and services industry).
- Responsible of issuance of complete set of Financial Statements for various clients as per IFRS and IAS on monthly, quarterly and annually basis for decision making by senior management.
- Responsible for year-end closing of Accounts, such as gratuity, provision, accrual, & prepayments.
- Responsible for the ledger reconciliation for past 10 years (500 ledgers).

PROFESSIONAL EXPERIENCE

HLB HAMT Chartered Accountants:

Senior Accountant Dubai-UAE

15th April 2018—31 March, 2020

- Responsible for the successful implementation VAT enable accounting packages like Tally ERP 9, Zoho Books & Quick Books.
- Responsible for the preparation and submission of quarterly VAT return for various clients in different business sector like Real Estate, Construction, Hospitals, Trading and Manufacturing in Dubai & across UAE.
- Responsible for the handling of complete accounting function of different clients in Real Estate, manufacturing, & Trading including PJSC.
- Responsible for the ledger reconciliation, (Reconciled up to 500 Ledgers) & Ad Hoc stock Audit Assignment.
- Responsible for the Payable & Receivable management by preparing and monitoring payments, Collection & Bank Balances.
- Responsible to issue full set of Financial Statements (Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash flow and Notes to the Accounts) as per IFRS and IAS.
- Accountable for the timely execution of Accounts Payable, accounts receivable & General Accounting duties.

Skipper T & D JLT

Senior Accountant Dubai-UAE

4th June 2013 to August, 2015

MIS analyst & MIS Preparation

- Analyze financial data by collecting, Monitoring and creating financial reports for decision support for 4 subsidiaries'
- Preparation of MIS including Monthly Profit & Loss, Cash flow forecast, Receivable & Payable, Aging & daily collection report.
- Responsible for group financial analysis (4 Subsidiary) on monthly basis for MIS report Including P&L against ABP (Annual Business Plan), Ageing Report (Against target Receivable)
- Cash flow report against Cash budget for the month and present summary to management for decision support.
- Providing assistance in the group Cash flow management.
- Assisting in budgeting process annually and quarterly and monthly review of financial statement.

Senior Accountant

4th June 2013 to March 2018

- Summarizes current financial status by collection information preparing Statement of Financial Position, statement of comprehensive income and other financial report as required by the management for the support of decision making
- Maintain books of Accounts as per International Accounting Standard, IFRS and ensure compliance with company policies and procedure.
- To liaise with various function within finance such as corporate Financial Control, Treasury, Revenue Accounting, accounts payable, credit control fixed Asset and procurement and Supply chain Management, execute the audit process (Statutory, and Internal) for the audit as define within the scope of Audit.

- Document of all financial transaction by entering account information into the different kind of software use at work place (Tally ERP 9)
- Responsible for intercompany, Accounts Payable, Accounts Receivable, Fixed Asset, General Ledgers, Employee ledgers, Cash & Bank reconciliation.
- Preparation of all Export documents for 3 Project worth \$ 100 Subsequent bank follow up until recovery, resolve any discrepancy in the documents or with Banks and correctly accounted for in the books & Reconciliation for the payment received.
- Preparing payments by verifying documentation and requesting disbursements and hence enhance the relationship with supplier
- Liaison with non-financial stake holder with excellent financial reporting skills.
- Excellent experience in ERP (SAP, Tally ERP 9 and Sage Line 50)

Ala Lumen Modica:

1st January 2012 to March 2013

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Report to management regarding the finances of establishment.

IPM Financial Services Limited:

March, 2010 to Oct, 2011

Assistant Accountant

- Preparation of Final Accounts (For Companies & Sole Traders) and Bank and Cash reconciliation
- Preparing month end account schedule (such as accrual, prepayment, deposit, etc.).
- Quarterly VAT submission (Sage, VT transaction, & Excel).
- Preparation & finalization of quarterly VAT return
- Liaising with Accounts Executives with regards to any discrepancies in reports.
- Recommending changes to finance-related department/company policies and practices.
- Preparation of Permanent Audit File and year-end Audit File for individual client.

Grant Thornton:

Jan 2008 to June 2008

Assistant Accountant.

- Preparation of Financial statement for specific client for the Bank (for the purpose of income estimation to approve the loan by the Bank)
- Statement of comprehensive income, Statement of cash flow & forecast statements (3 Years). To approve home, Working Capital, and Auto loan by the Bank.

Skill Interest & Activities:

- **Proficiency in English, Hindi, Urdu, Punjabi.**
- **Ability to show flexibility, initiative, and innovation when dealing with challenging situation.**
- **SAP Certification FICO (End User).**
- **Ability to work under pressure.**
- **UAE Valid Driving license.**

Reference to be furnished upon request.