



# PRIYANKA SAHA

## CORE COMPETENCIES

Accounts Receivables / Payables / Financial Reporting

Treasury Functions / Inventory Control / Pay Roll / Banking

## PROFILE

Location: Deira Dubai UAE.

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Visa Status: Visit Visa

## BRIEF PROFESSIONAL PROFILE

**Experience:** Accounting & finance professional with over ten (10) years of well diversified experience in the domains of accounts finalization, management reporting, budgeting, planning and financial analysis.

**Education:** Bachelor of Commerce from Himalayan University with sound research and study background in MBA (HR).

## PROFESSIONAL EXPERIENCE

### TECHNICAL KNOWLEDGE/IT SKILLS

In House Oracle, QuickBooks, Tally All Version.  
Micros, Shaped, Showman, SunSystem, Excellent  
Operating System: - Windows, Dos.  
Microsoft Office, Microsoft Access.

### OUTHER QUALIFICATION

Diploma in Computer Application (DCA).  
The Fundamentals of Digital Marketing  
(Google Digital Garage).  
Diploma in Tally (All Versions).  
Completed Diploma in Computer (CCA).  
Fire Safety Fundamentals of Fire Extinguishers.  
Indian Civil Defense Academy West Bengal.

### GENERAL ACCOUNTANT

Camara Exim Limited DMCC

International Procurement & Supply Chain Management  
Company (Import/Export)

Dubai UAE. (Previous)

### ACCOUNTS RECEIVABLES

ROYAL ORCHID HOSPITALITY

Royal Orchid Hospitality is an established Group of  
Restaurants Industry, engaged in Providing Hospitality  
Services across the **Dubai UAE**. (2020-2022)

### GENERAL ACCOUNTANT AND HR EXECUTIVE

SUMMIT MOUNT HOTEL, RESORTS & SPA

Summit Mount Hotel & Resorts is an established  
Professional Hotel & Resorts engaged in Providing  
Hospitality Services across **India**. (2017-2020)

### ACCOUNTANT

ANANDALOKE MEDICAL MULTISPECIALITY  
HOSPITAL

Hospitality Services across **India**. (2011-2017)

### KEY RESPONSIBILITIES

- o Responsible for management of books of accounts and financial statement with a team of 3 members & the same present to Management for review & approval.
- o Monthly Financial Reports as well as generating various reports to support senior management.
- o Preparation of all Suppliers, Service provider, general payments. Best deal rate for foreign inwards (Forex), Export LC. Credit/debit advice.
- o Bank Reconciliation with all Funds Inflows & Outflows ensure adequate bank balance always.
- o Timely Compliances, Monthly closure of books with analytical reports.
- o Coordination with External Auditor & providing all related information for Audit Report.
- o Supervising monthly closing of the account receivables and payables.
- o Monitor the monthly closing of financials and supervising all the necessary closing adjusting.
- o Preparing financial statements and ensuring that all the month-end closing task including, reconciliation, booking of accruals, provisions, allowances, and other adjustments on timely basis.
- o Coordination with internal auditors for maintaining effective controls.
- o Preparing the Head office payroll.
- o Working capital management by negotiating favorable credit terms with suppliers and clients,
- o Costing of Products and determined per unit cost according to accounting as per Management.
- o Calculate Output and input Tax also submission of Sales tax return to Tax authority.
- o Monitoring monthly and yearly stocktaking activities.
- o Preparing MIS reports and presenting it to respective HOD'S for checking of their respective departmental expenses.
- o Monitoring expenses and making adjustment where necessary, responsible for processing payroll.

### ACADEMIC EDUCATION

- Master Of Business Administration Human Resource (MBA) 2019 (MBA) in I.E.C University
- Bachelor of Commerce (B.COM) 2017  
Bachelor Of Commerce from Himalayan University
- Higher Secondary (Commerce) 2008 (WBHSC)
- Matriculation 2006 (WBBSE)

### CAPABILITIES & BEHAVIORAL SKILLS

- Comfortable in working with teams and groups.
- Well-equipped in knowledge and experience regarding Management, Financial operations, and key account management.
- Manage time and priorities to meet deadlines.
- Conscientious dedication and full commitment towards work.
- Reading Papers and magazines, Like to Travel.