

# RESHMA SUBHASH

## — Senior Accountant

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Dubai. U.A.E



### Professional Summary

Senior Accountant with over 15+ years of U.A.E. experience in accounting and auditing. Knowledge of managing a wide spectrum of Finance & Accounts activities encompassing in VAT, Credit control, Cash flow management, Financial reports, Payroll (WPS), Bank and Account reconciliation process, Bookkeeping functions including AP/AR, Conducting aging analysis, Preparing key reports to exercise financial control and enhancing the overall efficiency of the organization and Administrative works. Extensive knowledge of Excel. Adapt quickly to the turbulent nature of business environment, enjoys challenges, work under pressure, a team player and building a good relationship with all my potential and loyal customers.

### Skills

Payable/Receivables  
Pay Roll  
VAT Returns  
Excellent Communication  
MS Excel

IATA & Airline Payments  
Billing and Chq Payments  
Bank Reconciliation  
Payment Verification  
Power Point

Spread sheets and Journal Entries  
Inventory Booking  
General Ledger  
Transaction Processing  
MS Word

### Roles & Responsibilities

- Review Daily Cash flow & Assist with daily Payment authorizations.
- Reconciliation of bank accounts on daily basis & handling online banking.
- Managing efficient cash flow reporting, post all payment voucher in the approval system from the management.
- Reconciling Division's Accounts and Financial statements in consultation with Central Finance.
- Supervise efficient working of accounts receivable team and provide required assistant on the preparation of accounts receivable invoices, statements & follow up for collections.
- Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a wide network of vendors and suppliers.
- Research discrepancies of financial information and/or documentation (e.g., purchase orders, vendors, invoices, etc.) for ensuring accuracy and adherence to procedures prior to processing.
- Developed and maintains cooperative and effective working relationships with all external and internal customers to ensure timely payment of invoices and resolution of customer queries.
- Contacted clients with past due accounts to formulate payment plans and discuss restructuring options.
- Approved and paid invoices before deadlines, corresponding with vendors within 1 business day about issues or discrepancies.
- Scheduling, Preparing and printing of all cheques for signature which includes settlement of IATA, all budget AIRLINE, Supplier Payments and handling Online Bank transfer.
- Experience in optimizing the A/P function by improving procedures and controls. Proven ability to determine root cause of issues and recommend viable improvements.
- Creating procedures and policies that ensure timely payments while maintaining a high level of customer retention.
- Manages the airline Top-Up, credit allocation to agents & inter branch credit allocation to company staff.
- Communicate extensively with upper management and vendors on payments, invoice errors, and any account questions.

- Assist, guide, and instruct support staffs on non-routine policy interpretations or transaction problems which require resolutions.
- Maintain various fiscal information, files, and records for providing an up-to-date reference and audit trail for compliance. Perform supervisory functions for the accounts payable department, evaluating staff performance and recommending personnel actions to ensure adequate and competent staffing.
- Implement reporting procedures and internal controls for the purpose of maintaining accurate records.
- Plan work assignments, evaluate work performed, and provide direction and decisions in handling procedural and technical problems. Monitor work outcomes and provide metric data for management.
- Assist with month-end closing tasks, including monthly expense accruals.
- Preparation, validation and submission of monthly and quarterly VAT returns for the UAE entities.
- Provide guidance to employees and managers on correcting, submitting & approving expense reports.
- Arranging the payment of staff salaries through the computerised payroll system.
- Worked closely with external auditors, accomplished year-end auditing schedules.
- Response to all enquiries in mailbox, ensuring that all queries are dealt with promptly and timely manner.

## **Experience**

- **Akbar Travels of India LLC, Ras Al Khaimah**  
Sr. Accountant  
September 2006 – December 2021
- **Jayasree Travel & Tours, Ajman**  
Accountant  
April 2002 – August 2006
- **Ajman National Travel Agency, Ras Al Khaimah**  
Jr. Accountant  
October 1996 – March 2002

## **Education & Credentials**

- **Bachelor of Commerce** - University of Calicut, Kerala. India
- **PDC - Pre Degree Course** - University of Calicut, Kerala. India
- **SSLC from New Indian High School** - Ras Al Khaimah, U.A.E

## **Personal Details**

<b>Passport No</b>	:	P1079033
<b>Visa Status</b>	:	Visit visa valid till 20July
<b>Place of Birth</b>	:	Dubai, UAE
<b>Marital Status</b>	:	Married
<b>Languages Known</b>	:	English, Hindi and Malayalam
<b>Current Address</b>	:	Dubai, UAE
<b>Permanent Address</b>	:	Kerala, India
<b>Driving License</b>	:	UAE Driving License Holder
<b>Social Link</b>	:	<a href="https://linkedin.com/in/reshma-subhash-a72253136">https://linkedin.com/in/reshma-subhash-a72253136</a>