

Abnish Thakur

Nationality- Indian

Date of Birth-20-06-1986

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Dubai - UAE

EXPERIENCE—14 Years

CARTER AND WHITE TRADING LLC, Dubai, UAE.

Senior Accountant (July 2023 to Till Now)

TENEGENCE TRADING AND CONTRACTING WLL, Doha, Qatar.

Accountant (Aug 2022 to June 2023)

Chalhoub Group – Qatar Luxury Co WLL (Partner of Ali Bin Ali Group)

Accountant (March 2012 to May 2021)

SIMPLEX INFRASTRUCTURES LIMITED, Doha, Qatar

Accountant (April 2008 to January 2012)

Key Accomplishments

Accounts Receivable

- Raised third party invoices, credit notes, debit notes into computer system using defined computer programs
- Allocated receipts from customers into system
- Raised recharge invoices to third parties
- Reconciled records with third party customers
- Responsible to send statement of accounts to third party customers
- Responsible to Send collection follow-ups to all customers
- Liaised with commercial team regarding collection issues
- Prepared monthly aging of receivables
- Prepared audit requirements under Inter-company scope
- Verified the accuracy of invoices and other accounting documents and records

Accounts payable

- Responsible for matching & approving of goods supplier invoices
- Responsible for booking of non-goods supplier invoices
- Responsible for ensuring suppliers are paid on/before due date for all companies including JVs
- Ensured accurate recording of all invoices and credit notes as per agreed SLAs for the team
- Researched and resolved recording issues according to the department KPIs
- Ensured appropriate allocation of all prepayments made to suppliers
- Ensured escalation of all reconciling items per the escalation matrix
- Responsible for ensuring clearance of AP ITBR balances and preparation of APITBR schedules every month-end
- Prepared monthly aging Report of Payable
- Preparing Cheques & Bank transfers
- Allocation of supplier's Payments
- Handle Petty Cash
- Ensured adherence to book closure procedures and timelines and responsible for AP period closing and opening for assigned companies
- Performed Control Self-Assessment (CSA) process and reporting and ensuring 100% compliance with the same.
- Support coordination with internal and external auditors for management and statutory audits, and Ensured completion of annual audits as instructed by Chief Accountant
- Issued weekly/monthly KPI regarding status of invoice matching/booking by person & pendency.
- Participated and supported the implementation and maintenance of the Oracle ERP
- Responsible for ensuring document control system in place & accurate to record document Transactions.
- Provided assistance in ensuring the work & deadlines of fellow team & subordinate team members is completed during period of leave as directed by chief accountant

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- Supervised the team of admin assistants to ensure utilities, telephone and the other type of invoices are timely generated & given for booking
- Ensured tracker of utilities & other type of expenses is timely updated & it is monitored to ensure no lapses in generation of invoices

Intercompany

- Raised Intercompany invoices, credit notes, debit notes into computer system using defined computer programmes
- Booked invoices from Intercompany suppliers
- Raised recharge invoices to Intercompany
- Reconciled records with inter-company customers and suppliers
- Prepared and update records for checks' requests and invoices for payment to Inter-companies
- Prepared audit requirements under Inter-company scope
- Verified the accuracy of invoices and other accounting documents and records
- Ensured that all Intercompany customers' and suppliers' accounts are fully reconciled
- Overseen the preparation of inter-company reconciliations and the resolution of outstanding items
- Participated in cost analysis and rate studies

Trial Balance and Associated Reports

- Each month, prepared and submitted to the Chief Accountant a trial balance along with supporting balance sheet schedules such as Fixed Assets, Accruals etc. for assigned company (one of the Joint Venture) in advance of the deadlines communicated
- Ensured all transactions of assigned company are completely, timely and accurately recorded in ORACLE
- Passed monthly payroll entries & other entries as directed by Finance team of respective company
- Liaised with external auditors in order to get year-end audited financial statements issued within specified deadlines with clean audit opinion
- Participated, supervised and coordinated in preparation of external audit materials and external financial reporting related to respective company
- Responsible for reporting the P&L and Balance Sheet for assigned company in a reporting tools known as Syrus (Reporting tool of Joint Venture, LVMH Group)

Accounting/Reporting Software

- Oracle
- SYRUS
- Oracle Business Intelligence
- Baan
- BO Reporting Tool
- Fox Pro
- QuickBooks
- SAP

Interpersonal Skills

- Ability to work both as a team and independently to meet given deadlines.
- A quick learner of new technologies and willing to put in extra effort to use them at required time.
- Ability to prioritize work.
- Solid problem-solving skills.
- Possess the ability to implement, with confidence, processes and procedures.
- Have "Team attitude", self-motivated and willing to support other groups and projects when required.

Professional Qualification

- EMBA (FINANCE), Indian School of Business Management and Administration, India
- B.COM, H.P. University Shimla, India
- 10+2 (Commerce), H.P. Board of School Edu. Dharamsala, India
- 10th H.P. Board of School Edu. Dharamsala, India

Personal Information

- Date of Birth: 20-Jun-1986
- Nationality: Indian
- Languages Known: English and Hindi
- Marital Status: Married
- Passport : R5431516

**I do hereby declare that the above furnished details are true to the best of my knowledge and belief.
(Abnish Thakur)**

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