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Email

jesinapm@gmail.com

Address

Al Qusais, Dubai, UAE

Personal

DOB: 30 April 1974

Nationality: Indian

Gender: Female

Marital Status: Married

Education

2019

AML for Alternative Remitters
BIBF, Kingdom of Bahrain

1994

Bachelor of Arts
Calicut University, Kerala

Expertise

CBB approved Financial
Controller

VAT knowledge

MS office

Leadership and Managerial skills

Teamwork and Communication

Language

English

Hindi

Malayalam

Jesina Prashandan

Professional Accountant and Administrator with 20+ years of working experience in the Financial Services Industry

Experience as a professional accountant with a career characterized by increasing responsibility and variety in a challenging corporate environment, management expertise in the finalization of accounts, cost control, profit & loss management, payroll administration, and VAT preparation.

Experience

○ July 2005 - March 2022

Dalil Exchange, Kingdom of Bahrain

Administrator and Head of Accounts

- Supervising all office staff and counter staff for counter operations and responsible for all staff personal files
- Processing new work permits, renewals, and cancellations through LMRA
- Preparing cheques and daily petty cash vouchers
- Preparation and submission of company VAT to NBR
- Complete responsibility for fund management and dealing with banks and exchanges daily
- Accounting for invoices, receivables, supplier's payments & managing fund requirements of service providers
- Handling of day-to-day functions of Dalil exchange accounts and customer queries
- Preparation and analysis of Accounts for Internal Audits & Such Other Compliances.
- Reconciliation of Books of Accounts with clients and banks and exchanges.
- Managing the overall finance function of Dalil Exchange's 5 branches and across the country.
- Ensure that operations are as cost-effective as possible by monitoring day-to-day reporting and implementing new processes where necessary.
- Provide an operational review of currency-wise profitability analysis and set strategic direction for improvement in financial results and identify new business opportunities.
- Follow guidelines and escalate for approval when needed
- Manage payroll and other financial Benefits for Staff like Yearly Settlement, and indemnity.
- Prepare the year-end financial statements for audit.

○ March 2000 - June 2005

Dalil Exchange, Kingdom of Bahrain

Accountant

- Preparing cheques and daily petty cash vouchers.
- Preparing the leave salary and indemnity.
- Preparing bank reconciliations.
- In charge of the main branch account.
- Preparing monthly transaction summary reports and manager's reports.

Reference

Sh. Abdulla Ebrahim Al Khalifa

General Manager, Dalil Exchange, Kingdom of Bahrain

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