

# SREEMAGAL

## (FINANCE & ACCOUNTS)



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### Profile

Qualified and talented professional with accounting experience. Capability to handle business, accounts related issues and ensure customer satisfaction.

### Personality

To develop and discover my vision into pragmatic action as a performance oriented official of proper accounting track records and seeking a position where extensive experience will be further developed and utilized.

Intend to build a career with a respectable organization that will help me to enhance my skills and to provide my best for the organization.

## Work experience – 4 Years

### **1. Operations Administrator, Cleanco Trading, Importing & Services LLC- Abu Dhabi, Uae.**

Oct 2022 to Present

#### **Job profile:**

- Planning , Organizing, Staffing, Leading and controlling projects.
- Formulate Timesheet for the usage of Payroll and Prepare Invoice
- Liaising with relevant clients from projects and Follow-up Projects
- Preparing & Collating reports and filing & Coordinating with mail shots and similar publicity tasks
- Handling projects and co-ordinating with clients to fulfill requirements on daily basis.
- Maintaining the efficiency of the services process with projects.
- Planning and scheduling to accomplish the requirements of QHSE department.

### **2. Accountant & Procurement executive, Capital Plastic Factory- Abu Dhabi, Uae.**

Jan 2022- Oct 2022

#### **Job profile:**

- Financial Accounting Duties & Responsibilities ranging from bookkeeping & maintaining accounting schedules/records to monthly closure of accounts
- Maintaining up to date financial records of lease properties & agent Commission
- Preparation of monthly outstanding Receivable report and follow up with client
- Preparation of Tax Invoice and receipt voucher using Tally
- Managing the bank accounts, Inc. bank reconciliation & extensive PDC management
- Receiving of PDC cheque and depositing in the bank without fail
- Processing monthly expenses for payment purposes
- A/C Payables management inc. preparing/issuing cheques, TTs & accounting entries, Vendor Payment allocation
- Preparation of Payment Voucher, commission payable report & updating in master sheet.
- Value Added Tax Accounting Inc. Tax Calculation & FTA VAT Returns
- All Documentation aspects of the above areas of responsibility

### **3. Accounts Receivables, NTT Data services, Tamil Nadu, India.**

Sep 2021- Dec 2021.

#### **Job profile:**

- Collaborating with management or other team member as appropriate to proactively address service issues and concerns
- Contact insurance company for the missing information of the patient and to know the reason for the denials of the claim for the patient and reprocess the claim.
- Communicating effectively and professionally with both internal and external customers to resolve questions and issues.
- Developing and maintaining a solid working knowledge of the insurance industry and of all products, services

and processes performed by the team.

- Collaborating with management or other team member as appropriate to proactively address service issues and concerns.
- Contact insurance company for the missing information of the patient and to know the reason for the denials of the claim for the patient and reprocess the claim.
- Preparing the cost of insurance, calculate the excess cost of the bills for the patient and sponsors.
- Contact patients for the missed details by them and to bill the patient

#### **4. Accountant GK Engineering Company, Tamil Nadu, India.**

June 2017 – May 2019

##### **Job profile:**

- Preparation of Ledgers
- Preparation of Payment, Receipt and Journal Entries.
- Day Sheet Verification.
- General Ledger Matching.
- Follow-up for the Outstanding Payment.
- Bank Statement Reconciliation.
- Preparation of Management Information System.
- Communicate effectively with Clients & Managing Petty cash
- Document Financial Transactions by entering Account Information.
- Prepare and Submit Weekly/Monthly Reports.
- Assist Senior Accountant in the Preparation of Vat, WPS, Audit & Monthly/Yearly Closings.
- Updating the Pending Invoices and DO by coordinating with the Suppliers.
- Payment, Receipt, Debit Note, Credit Note, Goods Receipt Note, Purchase Invoices booking in ERP.
- Supplier Reconciliation.
- Delivery Schedule Preparation.
- Document Controlling.
- Assisting in Petty Cash, VAT Filing & Auditing.
- Bank Reconciliation

#### **Academic Records**

- Master of Commerce with Computer Application
- Bachelor of Commerce with Computer Application

#### **Personal Details & Skills**

Father's name	: Sankar G	Date of Birth	: 31 <sup>st</sup> May 1997
Nationality	: Indian	Language	: English, Tamil & Malayalam
Marital Status	: Single		

#### **Other Information**

Address	: Hamdan street, Abu Dhabi , UAE
Visa status	: Employment Visa

#### **Declaration**

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief.

**Sree Magal G S.**