

MANISHA SATYANI

Dubai UAE | 0585201039 | manisha.satyani@hotmail.com



Professional Summary

Result-driven professional having 10+ years of experience in Accounts, Admin and Logistics. Highly organized and initiative-taking with a solid understanding of scheduling actions and prioritizing issues. Dedicated to efficiency and reliability in personal work and collaborative projects.

Work History

ACCOUNTS & LOGISTICS EXECUTIVE

Sep 2017 – Feb 2022

REDUSTIM HEALTHY LIFESTYLE DEVICES FZ LLC (COSMOSOFT FRANCE GROUP)

Dubai, UAE

Accounts & Admin

- Works closely with the CFO to produce monthly, quarterly & yearly financial reports
- Performs month-end, quarter-end and year-end closing activities and reconciliations
- Manages all accounting transactions, post and process journal entries, monitors & reconciles accounts payable and receivable
- Ensures accurate vendor payments and timely follow up on customer collections
- Maintains cash flows, anticipates cash needs, and prepares bank deposits
- Gathers and organizes data for auditors
- Prepares and maintains VAT returns in compliance with laws by reviewing tax invoices, collecting support documents, filing tax returns, and initiating tax payments
- Prepares letter of credit documents and arranges submission to banks. Manages PDC and LC discounting facilities with different banks.
- In charge of accounting software migration from old French ERP system to FOCUS 9 ERP system
- Renews and update all residency-related work for staff and their dependents
- Responsible for business and trade licenses, establishment card update

Logistics & Operations

- Responsible for managing and optimizing all the logistics import/export functions for the business
- Preparation and management of transport/commercial documents such as Certificate of Origin, attestation of shipping documents from MOFA, different embassies, and other government entities
- Responsible for the activities in customer service, procurement, warehousing, inventory, transportation, materials handling, and strategic planning
- Keeps tracking of quality, quantity, stock levels, delivery times, transport costs, and the shipments ETA & ETD
- Negotiates price and terms of products with suppliers & freight forwarders

FINANCE & OPERATIONS EXECUTIVE

Apr 2015 - Jan 2016

ASSA ABLOY HOSPITALITY AS, VINGCARD

Dubai, UAE

- Assists the financial manager with month-end closing procedures, financial statements, and management reports
- Organizes and secures cash collection of accounts receivable regularly and provide weekly collection status report
- Preparation of proforma and commercial Invoices
- Manages day to day bank affairs (APG/PB)

- Prepares and post journal entries for intercompany accounts
- Identifies, locates, obtains, and arranges shipment of products
- Responsible for monitoring and supervising the process and procedures between transportation service, supply chain providers and customers

ASSOCIATE ACCOUNTANT

Feb 2012 - Mar 2015

SIBCA ELECTRONICS

Dubai, UAE

- Manages accounts receivable, accounts payable and bank reconciliations
- Tracks expenses and processes expense reports
- Collects, confirms, and processes timesheets and overtime

ACCOUNTS ASSISTANT

Mar 2010 - Jan 2012

TAWSEEL DISTRIBUTION & LOGISTICS

Dubai, UAE

- Books vendor invoices, prepare cheques, and prepare TPP reconciliations for suppliers
- Writes business correspondence letters for clients and internal office memorandum
- Analyzes discrepancies and unpaid invoices

Education

Bachelor of Business Administration: Specialized in Finance

2010-2013

London American City College

Dubai, UAE

Courses

Introduction to Environmental, Social and Governance (ESG)

Corporate Finance Institute

Languages

Native - English

Native - Hindi

Computer

MS-Office

Oracle, Focus & Microsoft Dynamics AX ERP system