

SWATHI SANDESH

Address: Sheikh Hamdan Colony, Y9 Building Apt 204, Al Karama, Dubai, UAE.

Contact Number: +971555182976

Email ID: swathisan31@gmail.com



CAREER PROFILE

Total 5 years of experience where 3 year in Accounting. Looking for a challenging opportunity in an esteemed organization which will help me to exhibit my talents and my skills and to contribute for the development of self and organization

CORE COMPETENCY

- TALLY ERP 9.0 (Including VAT) and Navision, MS OFFICE CERTIFICATION
 - PGDCA – Post graduation diploma in computer application – CORALDRAW, PAGEMAKER, C+, C++
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CAREER HISTORY



GLV VENTURE GENERAL TRADING L.L.C
ASSISTANT ACCOUNTANT
(Feb'2020 –Jan 2021)

- Checking all contracts and other important documents relating to payment.
- Ensured budgetary control by managing expense analysis.
- Invoice raising and Posting in the system.
- Assisting corporate sales customers by issuing Tax Invoices.
- Keep track on vendor's payment.
- Reconcile bank statements by comparing transactions to the general ledger and cash flow control.
- Planning and executing monthly / quarterly / annual closure schedules; preparing monthly financial statements; administered the monthly closing process.
- Handled the day-to-day processing of Accounts Payable (AP) and Accounts Receivable (AR).
- Managing monthly/quarterly incentives, overtimes, allowances and deductions by monitoring attendance of office Staff.

- Verifying attendance of the newly joined employee for the disbursement of cash salary.
- Sustaining and protecting payroll operations by keep information of the employees confidential.
- Recording entry & verifying documents for the pretty cash on the daily basis
- Supervising Business Travel Expenses on the regular basis.
- Performed reconciliations of general ledger, fixed asset maintenance, and cash flow control
- Processed daily invoicing for accounts receivable and monthly commission statements as well as updated customer payments
- Prepared monthly and quarterly reconciliation of Balance Sheet accounts
- Coordinated with Accounts Manager in the preparation of statutory accounts
- Managed Reconciliation of Books with Head Office.
- Complied with applicable policies, contracts and regulations.

homes  us

HOMES R US (DUBAI BRANCH)

ASSISTANT ACCOUNTANT

Jan'2019 – Feb'2020

Homes r Us – established in 2003, Homes r Us is a complete lifestyle destination showcasing a wide range of home furniture, furnishings and accessories.

- Preparing Shipping, Services, Marketing, Trading & Non Trading payment Vouchers.
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the General Ledger and Inter-companies accounts
- Organizing the smooth running of the Accounts Payable Department
- Handling the day-to-day processing of Accounts Payable (AP) transactions to ensure that organizational finances were maintained in an effective, up-to-date and accurate manner.
- Conducting verification of vendor accounts and SOA follow-ups through reconciling of monthly statements.
- Managing vendor payments by monitoring discount opportunities contract, invoice and payment discrepancies; avoiding overdue payables through reconciliation of vendor accounts.
- Analyzing and checking daily statements of Cash & Cheques in hand, Gift Voucher, Customer Deposit, Credit Notes & Credit Card



RIYA TRAVELS (INDIA)
DOCUMENTATION AND VISA PROCESSING
August 2015 – July 30, 2018

Riya - the Travel expert, established in 1990 is one of the India's leading travel organizations. With over 50 locations in India & 4 worldwide.

- Responsible for all Visa Service to countries like North and South American countries, Europe, Asia pacific and Gulf countries.
- Responsible for completion of all relevant visa documents and ensure that they are received within the time limit set by the government.
- Preparing and checking all legal documents.
- Handling client queries over the phone and in meetings & emails.

EDUCATION

Pre- University Course	Shri Ramakrishna Pre-University College, Mangalore	Completed 2011	83%
Bachelor of Commerce	Mangalore University College, Mangalore	Graduated 2014	80.68%

PERSONAL DETAILS

Date of Birth : April 03,1994
Status : Married
Citizenship : India
Place : Mangalore
Passport No. :P7647579
Visa Status : Husband visa
Availability : Can join immediately
Languages : English, Hindi, Kannada and Tamil.

REFERENCES UPON REQUEST

