

VASEEM BOHRA

MBA Finance, M.Com Business Administration

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OBJECTIVE

Looking for a position in a Finance environment that offers a greater challenge, increased benefits and the opportunity to help the company advance efficiently and productively.

PROFILE SUMMARY

- Accounts: - Preparation of Financial Statements, Balance Sheet, Bank Reconciliation, classifies and summaries financial transaction and events of accordance with accepted accounting principal.
- Proficient in data analysis.
- Able to handle the entire accounting activities.
- Possess extensive experience working closely with cross-functional teams in Finance.
- Extensive experience in Financial Accounting

PROFESSIONAL EXPERIENCE

Current Employee

Sun Packaging Systems FZC.

Oct 2016-Till Date

B3-02, Sharjah International Airport SAIF Zone, Sharjah, UAE.

Position: **Senior Accountant**

Financial Accounting

- Big4 Audit experience
- Preparation of monthly/quarterly/annual financial statements & MIS
- Standardization of accounting schedules and implement quality review process.
- Continuous improvement of GL review process for early warning signals
- Compliance to the IFRS and Group Policy and procedures
- Timely and meaningful analysis prepared
- Immediately Highlight deviations and take corrective action

General Ledger Reconciliations & Schedule Review

- Reconciliation of GL Accounts, preparing action-triggering schedules and taking timely action to resolve any issues.
- Monthly reviews of General Ledger /trend analysis, process improvement, streamline process across companies.
- Providing analysis and reports related to open line item in General ledger and taking required action to clear.
- Providing support in yearly stock audit and yearly closing of books

Facilitate Monthly / Quarterly / Annual books closing

- Ensure timelines on preparation of financials are met and take ownership
- Preparing the checklist and ensuring compliance
- Co-ordinate with external auditors and ensure timely response, documentation and information

- Ensure fixing of process to avoid such issues in future
- Based on review and elimination, taking appropriate action
- Maintaining the appropriate documentation and approvals

Workflow tools: Customized software

Previous Employee

Club Mahindra Holidays & Resort Pvt. Ltd.
Near Indo American School, Balicha, Udaipur.

Jun 2016 – Oct 2016

Position: **Sr. Finance Executive**

- Preparing flash reports on daily basis.
- Preparing Bank Reconciliation statement.
- Handling front office cash & Petty Cash.
- Booking & payments of Local Services & Production Suppliers.
- Making of Vendor Outstanding & Liability Sheet.
- Service Tax, Vat, TDS Details reporting & Statutory Liabilities.
- Make sure that all data entries go to proper and respective ledger a/c.
- Trace the accounting entry to correct or adjust when it is required.
- Journal entries which pertain to sub ledger accounts payable, accounts receivable or petty cash transaction.
- Prepare all types of reports which are required as for financial statement disclosure.
- Support accounting staff. When required.

Workflow tools: SAP (Module -ECC 6.0)

Abek International General Trading & Contacting Co.
Shuwaikh Industrial Area, Kuwait.

May 2014 – Mar 2016

Position: **Group Financial Analyst**

- Reconciles transactions by comparing and correcting data.
- Determines operating cost & establishing standard costs.
- Collecting operational data.
- Identifies financial status by comparing and analyzing actual results with plans and forecasts.
- Recommends actions by analyzing and interpreting data and making comparative analyses.
- Protects operations by keeping financial information confidential.
- Maintains technical knowledge by attending educational workshops.
- Contributes to team effort by accomplishing related results as needed.

Workflow tools: Focus V6.003

Dainik Bhaskar Corp Ltd., Udaipur, Rajasthan, India.

Aug 2010 – April 2014

Position: **Senior Finance & Accounts Executive**

- Unit Budget as per norms.
- Statutory Compliance on time
- Monitoring my subordinator works
- Updating Daily Cash Flows D1
- Preparing Bank Reconciliation & intercompany reconciliation statement

- Booking & payments of Local Services Supplier & Production Suppliers
- Making of Vendor Outstanding & Liability Sheet
- Service Tax, Vat, TDS Details reporting & Statutory Liabilities
- Staff Advance & Other financial reporting
- Preparation and presentation of monthly & quarterly financial statements
- Analyze debit notes or credit notes from company related parties and other group company
- Statutory payments PF, ESI.
- Liaison with Internal, Balance sheet & surprise auditors
- Make sure that all data entries go to proper and respective ledger a/c
- Trace the accounting entry to correct or adjust when it is required
- Journal entries which pertain to sub ledger accounts payable, accounts receivable or petty cash transaction

Workflow tools: SAP (Module -ECC 6.0)

Lalit S. Samar & Co. Chartered Accountant, Udaipur,
Rajasthan, India.

May 2004 – Oct 2007
Mar 2010 – Aug 2010

Position **Auditor**

Banks:-

Udaipur Urban Co. Bank Pannadhy Branch & Madhuban Branch.

Vijaya Bank, Bank Tiraya, Udaipur, Branch.

Bank of Baroda, Nathdwara Branch.

UCO Bank, Bhilwara, Branch.

Allahbad Bank, SawaiMadhopur Branch, Bhilwara Branch.

Bank of India, HiranMagri Sector 4 Branch, Fatehpura Branch.

Companies

CRI Pump Pvt Ltd. Udaipur.

Next Retail India Pvt Ltd. Jaipur.

IPCL Jodhpur.

Govt. Bodies

Nagarpaika (Municipals Corporation)

Fatehnagar, Bhinder, Kanod.

Other works:-

Manage the Taxes work of Clients like Income Tax, Sales Tax, E-TDS etc. returns preparation, submission, attending the hearing etc.

Prepare Final Accounts of customers.

BMA International FZE, Jabel Ali Free Zone, Dubai,
UAE.

24 Sep, 2008 – 18 Jan, 2010

Position Title: **Junior Accountant**

Responsibility :

- Updating Daily Cash Flows
- Bank Reconciliation
- Booking & payments of Local Services Supplier & Merchandise Suppliers
- Supplier's Reconciliation
- Booking & payments of office Petty Cash Expenses & others
- Booking & payments of Salary & travel advances
- Handling GIT Entries

Workflow tools: Oracle based Movex Software

EDUCATION

Masters of Business Administration, 2008, with 65%

Bhupal Nobles College of Udaipur. Sikkim Manipal University.

Masters of Commerce, 2008, With 62%

College of Commerce & Management Studies, Udaipur. Mohan Lal Sukhadia University.

Bachelors of Commerce, 2006

College of Commerce & Management Studies, Udaipur. Mohan Lal Sukhadia University.

TECHNICAL SKILLS

Systems: All windows, Expert in MS Excel & other Microsoft applications.

Languages: ORACAL, SQL, C, C++, Visual Basic (Introduction Level)

Packages: MS Office, Tally 5.4, 6.3, 7.2, 9 ERP.

1 year Diploma in Computer Web Designing from Aptech, Udaipur.

PROJECT UNDERTAKEN

SBBJ Bank Chetak Circle, Udaipur, Rajasthan, India.

Prepare Project Report with special focus on "THE QUALITY OF its CUSTOMER SERVICES".

PERSONAL PARTICULAR

Father Name: Mr. Shabbir Hussain Fatehnagar/Barood wala

Marital Status: Married

languages: English, Hindi

Nationality: Indian

Passport No: M5725162

Availability to join: 30 Days

ABOUT MY SELF

I am a confident, optimistic person with good inter-personal, analytical and logical reasoning skills. I belong to an educated and respectable family.