

## Resume

Sai Laxmi , **M.B.A (Finance)**

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### Work Experience

I have overall 5+ years of Experience in Finance, Accounting and Administration in Manufacturing, Service and Trading Organizations.

Name of the Organization	Designation	Work Period
Light speed General Trading LLC(Beauty Products)	Executive-Accounts	Aug,2022 to Till Date
Platinum Corporation DMCC(Dubai)	Executive-Accounts	Nov,2021 to Mar,2022
S. Ramesh Babu & Co (Hyderabad)	Audit Assistant	Feb,2019 to Feb,2020
Acer Engineers Pvt Ltd(Hyderabad)	Executive-Accounts	Jan,2017 to Jan,2019

### Technical Skills:

Operating Systems	Windows 2010
Packages	MS-Office, Tally ERP9 & Quick Books, ZOHO Books.
ERP	Oracle NetSuite

### Light Speed General Trading LLC

Aug,2022 to Till Date

### Contribution:

- Prepare, analyze and submit MIS reports as and when required by the management.
- Responsible for activities related to creating, processing and monitoring of accounts payables and receivables.
- Preparing Profit & Loss Statement and Balance sheet.
- Preparing Quotations/Proforma invoices and send to Customer.
- Preparing Purchase orders and send to vendors.
- Preparing Sales Invoices and Delivery notes.
- Preparation of Stock report on weekly basis and send to Sales Team.
- Preparation of Sales Report on weekly basis and send to Management.
- Prepare checks weekly or as needed.
- Contact vendors for invoicing discrepancies.
- Reconciling monthly bank/credit card account statements.
- Conduct regular inventory reconciliations.
- Research and correct inventory discrepancies.
- Communicating with store management about any inventory issues.

- Work with management if products are missing or damaged within a shipment.
- Experience with general ledger functions and the month-end/year-end close process.
- Attending to customer queries
- Reconciling the company's bank statements.
- Preparing Petty Cash statement.
- Prepare and sending SOA's to customers on monthly basis.
- Reconcile statements with vendors and customers.
- Ensuring timely AR payments and verifying customer's returns and credits/refunds are correct.
- Receive, Verify service provider invoices and timely payment Processing.
- Prepare for quarterly VAT returns and submission.
- Review & reimburse of employee expenses.
- Salaries transfer to Employee bank accounts through WPS.
- Handling Office Administration Activities Like purchase of House Keeping items.
- Prepare Employee Final Settlements.

**Platinum Corporation DMCC (Dubai)**

**Nov,2021 to Mar,2022**

**Contribution:**

- Manage accounts payable including entering vendors bills, performing three-Way matching, handling vendor payments, and verifying vendor's returns and credits.
- Manage accounts receivable including collections and the required follow up, Ensuring timely AR payments and verifying customer's returns and credits/refunds are correct.
- Reconcile statements with vendors and customers.
- Keep and update the Assets Register for the noncurrent assets.
- Handle online banking platform to manage beneficiaries, payment requests.
- Process regular bank reconciliation and print cheques for signatures.
- Keep records of issued cheques and monitor fund requirements.
- Creating customers and Suppliers.
- Receive, Verify service provider invoices and timely payment Processing
- Make Online Transfers to Vendors/Service provides and Employees.
- Reconciliation of Intercompany accounts.
- Prepare and process electronic fund transfers and payments of intercompany transactions.
- Review and audit invoices and requisitions for appropriate documentation and approval prior to payment.
- Assist Senior Accountant in the preparation of financial statements.

- Preparing Financial Comprehensive Income and Statement of Financial Position.
- Prepare for quarterly VAT reporting and submission.
- Assist in preparing reports for internal and external audits.
- Assist with month end closing and prepare journal entries necessary to reconcile GL accounts.

**S. Ramesh Babu & Co, Hyderabad(India)**

**Feb,2019 to Feb,2020**

**Contribution:**

- Preparation of Balance sheet,
- Preparation of Receipts and payments & income and expenditure statement,
- Preparation of Cash flow statement,
- Valuation of Inventory and stock analysis,
- Verification of Purchase & Sales Bills,
- Verification of Ledger scrutiny,
- Filing GST returns on monthly basis,

**Acer Engineers Pvt Ltd, Hyderabad(India)**

**Jan, 2017 to Jan, 2019**

**Contribution:**

- Handling day to day accounting & cash and bank transactions,
- Maintains of cash & cheque books, preparation of cheques,
- Preparation of Salary statements,
- Salaries Distribution to Employees,
- Billing to Clients on time & follow up with Customers for payments,
- Verification of Sale invoices & Purchase invoices,
- Arranging Payments to suppliers in time,
- Verification of bills, tour statements, conveyance reimbursement,
- Preparation of cash, bank, Purchase & journal vouchers,
- Preparation of Cash flow statement & profit and loss Account,
- Reconciliation of accounts with respective Customers & Vendors,
- Feeding of all vouchers in to Tally ERP 9 Accounting Package,
- Preparing Purchase orders and send to vendors, prepare manual cheques as and when required,
- Handling petty cash and sends daily cash report to the management,
- Preparation of Bank Reconciliation Statement on Monthly basis.

