



**Matheswari T**  
Accountant

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### KEY SKILLS

- ✓ Accounts Payable
- ✓ Accounts Receivable
- ✓ Bank Reconciliation
- ✓ Filing VAT & Working
- ✓ MIS Report
- ✓ Accounting & Bookkeeping
- ✓ Ability to maintain general ledgers
- ✓ Computing skills, including the ability to operate systemized accounting, spread sheet and word programs.
- ✓ Competency in Tally ERP, Oracle, Microsoft Office.
- ✓ Payroll procedures.
- ✓ Financial statements
- ✓ Team work management

### IT PROFICIENCY

Tally ERP	1 2 3 4 5
Oracle	1 2 3 4 5
ESKADENIA/DMS	1 2 3 4 5
MS office	1 2 3 4 5

### OBJECTIVE

To obtain a challenging and rewarding position that enables me to learn and grow as a successful Accounts/Finance professional and in return, I can provide the best possible results to the organization within the available resource and working conditions.

### PROFESSIONAL SUMMARY

**OFFICER – FINANCE (Accounts Payable)** [Aug 2022 – till date]  
**WATANIA TAKAFUL INSURANCE COMPANY – DUBAI.**

#### Key Accountabilities:

- Process day-to-day claim payments, including verifying, classifying, computing, posting, and recording accounts payables.
- Managing the entire payment process encompassing vendor payments, Claims, intercompany transactions, and inter account transfers.
- Preparing payments for General Motor claims & Commissions.
- Preparing payments for Admin & Petty cash payments.
- Preparing urgent payments and release on the same day.
- Preparing payments for employees reimbursing
- Preparing payments for salary advances
- Preparation of Journal entries for various accounting transactions
  - Preparation of commission pay-outs on monthly basis, incentives to employees
- Experience of using Banking Software and online payment system including preparing Telegraphic transfer and computer cheque
- Uploading and releasing cheques and FT transfers in bank portal
- Generate reports detailing accounts payables status
- Coordinate with banks for any delayed or rejected payments status.
- Ensure sufficient funds are available in bank portal before releasing the payment.
- Check and verify cancelled cheques and reverse payments.
- Providing Allocation Against the payments to the requested team

## ACADAMIC SUMMARY

### Bachelor of Commerce

Bharathiyar University,  
Coimbatore, India

### Diploma in Computer Applications & Tally

CSC Computer Educations, Tirupur

### Higher secondary

Al Ameen School,  
Aruppukottai, India

## PERSONAL INFORMATION

Date of Birth : 20th May, 1985

Present Address : Dubai

Marital status : Married

Language known : English, Tamil &  
kannada

Visa Status : Work visa

Notice period: Immediately

- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted properly.
- Create bank files for payments in smart business ENBD bank software.
- Tracking Credit notes and seek approval from AR team for claims.
- Resolve Audit related queries.
- Attend to Accounts Payable queries promptly and professionally, escalating any issues appropriately.
- Prepare month end closing activities related to accounts payable.

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**ACCOUNTANT** [Nov 2017 –Mar 2022]

**LEGACY SMART EMPLOYMENT SERVICES – DUBAI.**

#### **Key Accountabilities:**

- Manage all accounting operations including Invoicing, A/R, A/P & GL's
- Manage Tax Return Monthly/ Quarterly.
- Posting and processing journal entries to ensure all business transactions are recorded.
- Reconciliation bank statement & Credit card statements
- Handling Petty cash
- Processing of P&L, Balance Sheets, income statements and other financial statements
- Preparing WPS end of month salaries and submitting to the bank.
- Manage and coordinate end to end audits of 3rd party service providers, including vendor selection and monthly review of payments versus activity.

#### **Intercompany:**

- Processing Intercompany Journals, Payments & Cash balances
- Intercompany month end reconciliations, P&L analytics, Balance sheet. Obtain proper approval for invoices, book and pay them
- Reconciliation of the vendor's accounts before issuing any Payments
- Preparing supplier payments via Cheque/ electronic transfer

#### **Accounts Payable:**

- Obtain proper approval for invoices, book and pay them
- Reconciliation of the vendor's accounts before issuing any Payments

- Maintaining & controlling Accounts Payable

#### **ACCOUNTS RECEIVABLE:**

- Preparing Invoice/statements for collection from Suppliers.
- Reconciliation for Accounts Receivable Process
- Timely release of statement of account, follow up for
- Issue reminders to customers due payment terms.
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Generate financial statements and reports detailing accounts receivable status

#### **VAT:**

- Filing VAT every 3 Months
- Posting and processing Input VAT / Output VAT Calculations & Post entries in TALLY
- Online VAT Registration

#### **PAYROLL:**

- Preparing WPS SIF file for Salary Transfer.
- Processing Payroll of employees more than 500
- Preparing Full & Final Settlements
- Input payment & charges details like Leave Salary, Travel Reconciliation bank statement & Credit card statements for 4 banks

#### **RECONCILIATION:**

- Reconciliation bank statement & Credit card statements for 4 banks
- Reconciliation vendors statements

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**ACCOUNTS EXECUTIVE [NOV 2014 - MAY 2017]  
BEST CORPORATION, TIRUPUR, INDIA.**

#### **Key Accountabilities:**

**Payable:** Maintaining statement of account for Stock & Non stock. Resolve issues related to stock, book and pay them.

Obtain proper approval for nonstock invoices, book and pay them on

- netting or bank payment.

**Receivable:**

- Obtain proper details and raise debit note.
- Timely release of statement of account, follow up for

Payments.

- Resolve all issues related to receivables.

Clear all old Payable and receivable. Prepare Payable and Receivable ageing schedule

- All booking for daily business expenses like stationery,
  - Pantry items, repairs & maintenances, hotel bills and travel
  - Expenses etc.,
  - All Insurance Invoice bookings, maintaining details in excel
  - sheet and make sure it is charged to proper cost center.
  - Processing payment for more than 100 telephone bills and to make sure it is charged to proper cost center with proper
  - approvals.
  - Timely approving of all employee expenses claims and
  - providing report to include in salary.
  - Passing day to day accounting entries in books of accounts
  - in Tally ERP9.
  - Maintaining petty cash
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**ACCOUNTS EXECUTIVE [SEP 2012 - OCT 2014]**  
**GLASSY GARMENTS, TIRUPUR (INDIA)**

***Key Accountabilities***

- Bank Reconciliation on a regular basis.
- Passing day to day accounting entries in books of accounts in Tally.
- Follow up on payments receivable
- Suppliers payments & their reconciliation on regular basis
- Maintaining petty cash
- Financial audit preparation and coordinate the audit process
- Maintaining Fixed Assets Register and calculating

Depreciation on monthly basis

- Verifying and making payment for employees travel claim

Vouchers as per company policy.

- To ensure accurate and timely monthly, quarterly and year

- end closing.
- Processing the Employee Salary and maintaining the payroll
- Processing the final Settlement of the relieving Employees.
- Incentives calculations for sales staffs as per company

**Accounts Asst & Cashier [SEP 2011 - AUG 2012]**  
**ARK ACADEMY CBSE SCHOOL Tirupur, India.**

***Key Accountabilities:***

- Handling the school fees payments by cash, cheque, DD or

NEFT and invoicing.

- Responsibility for the Petty cash and filing the daily

**Expenses**

- Entry of the invoice and expenses bills in Tally
- Handling the Staff monthly salary for 80 people and weekly wages for 30 people.
- Entry of Cash voucher in Tally
- Preparation of Daily & Weekly Cash in Hand Statement