

## **Gautam Chaturvedi**

**Current Address:** P.O. Box No. 44927 Dubai, United Arab Emirates.

**Permanent Address:** 733 Ratan Kund Sone Ka Kalsa Chovia Pada Mathura 281001 (U.P) India.

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**Passport No - L1464449 (Valid up to 12/May/2023)**



**Seeking senior level assignments in the areas of Accounts & Finance with an organization of repute  
Presently Working in Dubai U.A.E.**

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### **OBJECTIVE**

Seeking a position as an Accountant where extensive experience will be further developed and utilized.

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### **CAREER PROFILE**

- ✓ Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- ✓ Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- ✓ Highly trustworthy, discreet and ethical.
- ✓ Resourceful in the completion of projects, effective at multi-tasking.

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### **PROFESSIONAL SYNOPSIS**

- ✓ Presently associated with **UPF International L.L.C. (Al Maya Groups)** Dubai U.A.E. as an Accountant.
- ✓ Looking **Accounts Payable, (A.P)**
- ✓ Expertise in managing various functions related to Accounts, Finance, Liaison & Coordination, Statutory Compliance and MIS/ Documentation.
- ✓ Demonstrated abilities in managing financial operations and accelerating the business growth.
- ✓ Effective communication, organizational, analytical & interpersonal skills and possesses abilities in working in highly competitive environments.

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### **CAREER COUNTER**

**Organization: UPF International L.L.C (Al Maya Groups)**  
**Division: Accounts & Finance**

**July 2013 to Till Date**  
**Designation: Accountants Payable**

- ✓ Accounts Payable ( Ageing and Doubtful Payment Variance Analysis )
- ✓ Intercompany Reconciliation.
- ✓ Approving Payment Adjustments Forms Supplier by Collection team and responding to the email queries from internal Supplier partners.
- ✓ Report reconciliation for Accounts Payable.
- ✓ Preparing Quarterly Payment Confirmation.
- ✓ Journal Entry preparation.
- ✓ Month end close related Accounting Entries.
- ✓ Reviewing& handling Accounts Payable process preparing Bank Reconciliation Statement.
- ✓ Incentives calculations for Sales Man.
- ✓ Preparing For Merchandiser Overtime and Transportation
- ✓ Preparing For TT Payments

**Organization: Mohammad Ahmad Yusuf Building Material Dubai (U.A.E)**  
**Division: Accounts and Operation**

**Oct 2009 to Oct 2012**  
**Designation: Manager**

- ✓ Preparing Purchase Reports & Payments.
- ✓ Preparing Sale Reports & Collection
- ✓ Looking After Employee Related All Work (visa, leave, Requirements As Per Work Requirement)

- ✓ Processing Supplier Payment as per Outstanding.
- ✓ Preparing company revenues and watching out for losses.
- ✓ Presenting a true and fair view of the financial position of the company.
- ✓ Prepare profit and loss statements and monthly closing and cost accounting reports.
- ✓ Processing payment for the employee's expenses, salary and invoice payments through Bank.
- ✓ Reviewing & handling Accounts Payable / Accounts Receivable process preparing Bank Reconciliation statement
- ✓ Maintaining statutory books of accounts journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.

**Organization: Pamp Gold L.L.C. Dubai (U.A.E.)**  
**Division: Accounts**

**Jan 2007 to Oct 2007**  
**Designation: Accounts Assistant**

- ✓ Preparing Purchase Reports.
- ✓ Preparing Sale Reports & Collection
- ✓ Preparing For Bank Reconciliation And Deposits
- ✓ Verify the supporting documents of bills, receipts and reconciliation statements..

**Organization: Saluja Jewelers L.L.C. Dubai (U.A.E.)**  
**Division: Accounts**

**Sep 2004 to May 2006**  
**Designation: Accounts Assistant**

- ✓ Preparing Purchase Reports.
- ✓ Preparing Sale Reports & Collection
- ✓ Preparing For Bank Reconciliation And Deposits
- ✓ Verify the supporting documents of bills, receipts and reconciliation statements.
- ✓ Maintain Daily Sales Report
- ✓ Preparing For Weekly Stock Taking
- ✓ Maintain Multi Currency Cash And Report To boss And Deposit To Bank

## **Work Experience in - India**

**Organization: Jai Prakash Associate Ltd. (India)**  
**Cement Dump office in Mathura main location-B**  
**Division: Accounts**

**Jan 2008 to Mar 2009**

**Designation: Accounts Assistant**

- ✓ Preparing Purchase Reports.
- ✓ Preparing Sale Reports & Collection
- ✓ Preparing For Bank Reconciliation And Deposits
- ✓ Verify the supporting documents of bills, receipts and reconciliation statements.
- ✓ Maintain Daily Sales Report
- ✓ Preparing For Quarterly Stock Taking With Auditor
- ✓ Filling of Service Tax Returns & (VAT) of Individuals and Companies.
- ✓ Preparation and filing of Quarterly / Annual TDS return.

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## **Academic Credentials**

- ✓ Bachelor of Commerce from Dr. B.R.Ambedakar University, Agra.
- ✓ Certified Industrial Accountant, Diploma from I.C.A. institute India.
- ✓ Complete M.A. (**Prabhakar**) with Music (**Tabla**) from Allahabad University

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## **Technical Skills**

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Knowledge of:

- ✓ ORACLE J D Edwards Enterprise One Accounts Software.
- ✓ Tally Packages (ERP 9, 7.2, 6.3, 5.4)
- ✓ Ace visual Gold Accounting Software.
- ✓ Comrade Accounting Software
- ✓ MS Word, Excel, Microsoft Office and Accounting.

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## Personal Details

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Date of Birth	05 <sup>th</sup> Apr 1984
Languages Known	English, Hindi, Arabic
Marital Status	Married
Gender	Male
Nationality	Indian
Passport No	L1464449 (Valid up to 12/May/2023)
Driving License	3441151 (Valid up to 17/Mar/2025)
References	Available upon request