



SAMPADA CHIKHAILE

 ACCOUNTING MANAGEMENT PROFESSIONAL

Mobile # : 050 - 5687508

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CAREER OBJECTIVES

Seeking a challenging assignment where I can apply skills gained from the previous experience and acquires new skills to deliver tangible value addition.

PROFESSIONAL SYNOPSIS

- A competent professional with 14+ years' experience in UAE of enrich experience in the field of Accounting.
- Contributed to present and previous companies in safeguarding finances by preparing accurate financial and accounting reports, ensuring reliability, worthiness moreover conformance with set policy and standards.
- Showed integrity and strong work ethics in keeping confidentiality in official records as well as flexibility in working well in cross-functional teams.
- Recognized by colleagues and superiors for delivering a good sound and balanced accounting/financial judgment.
- Established accounting skills & attained proficiency in analyzing issues in the field of accounting & financial operations.
- Performed assigned workload with indefinable enthusiasm, commitment, honesty, dedication and drove towards contributing to continued business growth.

QUALIFICATION

- Bachelor's Degree in Commerce (B. Com) – Mumbai University, India

OTHER SKILLS

- Proficient in MS Office, Internet and Email operations
- Accounting Packages: Tally, Praktora and Saiba

CAREER SNAPSHOT

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| • Accountant | – PRUDENCE INSURANCE BROKERS LLC | • Feb 2018 – March 2020 |
| • Accountant | – AL SALAM INSURANCE SERVICES LLC | • Sept 2009 – Feb 2018 |
| • Accounts Assistant | – KITE GENERAL TRADING CO LLC
KUMKUM JEWELERS LLC
KRANTI TRADING CO. LLC | • June 2005 – Aug 2009 |

KEY ACCOMPLISHMENTS

- Handles complete books of accounts independently up to finalization including books transaction, cash, A/R, A/P, Payroll, financial reports, statements - analysis and review daily transactions.
- Reconciling monthly Insurance Company Statements and processing payment via cheque and transfer.
- Preparation and maintenance of all types of accounting vouchers and recording the same into the accounting software after de verification.
- Handling all online Bank accounts and maintaining financial statement and report to Managing Director and Internal Controller.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Performs detailed account analyses, identifies account misstatements and courses of action to correct.
- Monitors accounts to ensure payments are up to date and paid within the allowed credit time limit.
- Takes care and follow up on accounts receivables, prepare aging analysis, customer settlement statements and final accounts
- Prepares financial statement and necessary schedules for statutory audits and internal audits to make sure easy review with auditors.
- Manages cash flow projection, variance reports, and MIS reports.
- Approves invoices after checking, authorizes expenses and closely monitor cash flows.
- Reviews / processes accruals and prepayments, and various provisions, adjustments & journal entries.
- Liaise with banks, auditors, suppliers and other parties dealing with company.
- Reviews / prepares salary, leave salaries and final settlement of employees.
- Reconciling monthly marketing executives commission statement and prepare the cheque and transfer.
- Ensures closing and opening of periods for control and month-end closing purposes.
- Develop reports that provide financial performance analysis through use of variance reporting by ensuring all reports are accurately and efficiently prepare and distributed on a timely basis.
- Follow up on accurate entries for addition, deletion & depreciation of fixed assets.

PERSONAL DETAILS

Nationality	:	Indian
Marital Status	:	Married
Date of Birth	:	16 th May, 1977
Visa Status	:	Husband Visa
Languages	:	English, Hindi and Marathi
References	:	Available upon request