



Jackie Mewani

Professional experience of more than
12 years

CONTACT

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PERSONAL DETAILS

Date of Birth - 30th March, 1989

Marital Status - Married

Nationality - Indian

Passport Details - T1688507

(Valid till: 2028-12-25)

Driving License - UAE & India

Hobbies & Intrest - Meeting new people,
Computing and Sketching

COMPUTER SKILLS

- Can quickly learn any new software. • Used MS-Office effectively for operations and reporting system.
- Operating knowledge of ERP packages like Zoho, IAS, IBS, Mapics and Office Manager.

LANGUAGES



EDUCATION

2010 to 2012

Master of Business Administration - Finance - (MBA) Pune University

2007 to 2010

Bachelor of Business Administration - Finance - (BBA) Pune University

2005 to 2007

Higher Secondary Certificate (HSC) Maharashtra Board

1993 to 2005

Secondary School Certificate (SSC) Maharashtra Board

EXPERIENCE

Assistant Finance Manager - Middle East

April 2019 – till date

Feilo Sylvania Dubai FZCO

(Lighting Manufacturing)

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Follow up on overdue receivables and ensure such is either escalated to the management or closed within an acceptable timeframe to ensure the completeness and accuracy of the accounts.
- Assist with vat audits and vat returns
- Support month-end and year-end close process
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Managing finance, logistics, admin & operations team and reporting to the finance & general manager

Senior Accountant

Feb 2018 – April 2019

CZ Group of Companies (Creative Zone, BIZ & Kensington Barbers)
(Business Setup)

- Funds Clear Report (Updating daily bank entries and sending the report to operations to process the files further)
- Daily Deposit Report (Extracting the daily cheques to be deposited and sending the report to operations and sales for the deposit confirmation)
- Group VAT Filing on monthly basis (gathering all the sister companies tax return and combining into one group VAT return and updating it on the FTA website to file the return)
- Sales GP & Renewal GP Reporting to Senior Management on daily basis.
- Accounts Receivable: - invoicing, collections, daily cash balance reporting, prepare payments & receipts by verifying documents and requesting disbursements.
- Accounts Payable: - processing monthly payments, follow up with vendors for invoices and receipts; coordinate with bank for payment process.
- Suggest ways to reduce costs enhance revenues and improve profits.

STRENGTHS

- Honest
- Responsible
- Positive Attitude
- Friendly Personality
- Highly Organized
- Team Player
- Team Leading Ability

PROJECT DETAILS

« Internship »

State Bank of India -Nasik,
Maharashtra, India.
May 2011 to July 2011

Title: A Study of Credit Appraisal System
for Working Capital Financing to
Commercial and Agriculture Sector.

*To understand the meaning and
importance of Credit Appraisal System

*To study the documentation required
for Credit Appraisal.

*To determine the efficiency of Credit
Appraisal System of SBI.

*To identify and suggest the scope for
improvement in Credit Appraisal
System.

Fullerton India Credit Company Ltd -
Nasik, Maharashtra, India. Sept 2008 to
Oct 2008

Title: Marketing Strategy of Fullerton
India Credit Company Ltd.

*To study the marketing and
advertising strategy of Fullerton India
Credit Company Ltd

*To know the different types of media
used by the company.

*To know about the future of company.

Accountant General

Oct 2013 – Feb 2018

**YOKO Eita Group (Yoko Transport & Flawless Car Rental)
(Economy, Luxury Car Rental & Trading Business)**

- Prepare and monitor cash flow projections and associated records to determine the optimum use of funds or the need to raise additional revenue.
- Maintain up-to-date billing system, generate and send out invoices, follow up on, collect and allocate payments.
- Accounts Receivable: - invoicing, collections, daily cash balance reporting, prepare payments & receipts by verifying documents and requesting disbursements.
- Accounts Payable: - processing monthly payments, follow up with vendors for invoices and receipts; coordinate with bank for payment process.
- Debt collection and follow up on outstanding payments, refer overdue accounts for legal action and manage the legal process.
- Monitor customer account details for non-payments, delayed payments and other irregularities, research and resolve payment discrepancies
- Process payroll for all employees in the company including Overtime and final settlements.
- Suggest ways to reduce costs enhance revenues and improve profits.

Accounts Officer - Accounts Receivable Specialist

April 2012 – Sept 2013

**Nash Robotics & Automation Pvt. Ltd.
Nasik, Maharashtra, India.**

(Manufacture Key Solutions for Automotive Industries)

- Ensure that all customer requirements are met & well-executed.
- Preparation of monthly cash flow statements.
- Maintain track of customer and monthly reconciliation.
- Coordinate with the customer for credit and debit notes & invoices.
- Prepare daily, monthly, and quarterly reporting.
- To raise sales invoices, proforma invoices & payment receipt advice invoices etc.
- Liaise with the Sales and Customer service teams to resolve outstanding queries.
- Coordinate and resolve queries of customer.
- Carry out billing, collection and reporting activities according to specific deadlines

Accounts Executive

May 2010 – April 2012

**Regal Traders Ltd.
Nasik, Maharashtra, India.**

(Manufacturer and Retailers of Agricultural Products)

- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Stock management being done on monthly basis.
- Maintain customer confidence & protects operations by keeping financial data confidential.
- Accurate book-keeping, tracking, maintenance, monitoring and submissions