

CURRICULUM VITAE

Priyanka Saha

Accounts Executive 8 Year Experience Also MBA in (HR)

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Indian Passport No: P9317203.

D.O.B:- 14-12-1990

Visa Status: -Visit Visa

Location: - Dubai.

Contact: - +971568089174



BRIEF PROFESSIONAL PROFILE

- **Areas of Expertise:** Accounts payable and receivables management, presentation and communication skills. Preparation of financial statements according to IAS & IFRS & management accounts.
- **Education:** Bachelor of Commerce from Himalayan University with sound research and study background in MBA HR & Finance.
- **Experience:** Accounting & finance professional with over Eight (8) years of well diversified experience in the domains of accounts finalization, management reporting, budgeting, planning and financial analysis.

ACCOUNTING SOFTWARE KNOWLEDGE/ IT SKILLS

- In House Oracle, QuickBooks, Tally All Version & IT Excellent Software's.
- MS Word advanced Excel, Internet Application and e-mail applications.
- Well conversant with Microsoft Windows environment

WORK EXPERIENCE HISTORY

GENERAL ACCOUNTANT AND HR EXECUTIVE

SUMMIT MOUNT HOTEL, RESORTS & SPA

Summit Mount Hotel & Resorts is an established Professional Hotel & Resorts Industry, engaged in Providing Hospitality Services across the India.

ACCOUNTS EXECUTIVE

ANANDALOKE MEDICAL MULTISPECIALITY HOSPITAL

Hospitality Services across the India.

ACCOUNTS EXECUTIVE

Raghu Vinimay Pvt Ltd.

Group Of Companies.

ACCOUNTS EXECUTIVE

Technocrat InfoTech Pvt ltd

Technocrat InfoTech Pvt ltd. is an established Professional IT company. Engaged in Providing Best IT Materials

Major responsibilities includes but not limited to:

- Preparing financial statements and ensuring that all the month-end closing task including, reconciliation, booking of accruals, provisions, allowances and other adjustments on timely basis
- Supervising monthly closing of the account receivables and payables.
- Monitor the monthly closing of financials and supervising all the necessary closing, adjusting.

- Coordination with internal auditors for maintaining effective controls.
- Managing petty cash.
- Preparing the Head office payroll.
- Working capital management by negotiating favorable credit terms with suppliers and clients,
- Costing of Products and determined the per unit cost according to Accounting as per Management Policies (FiFO or Average Costing method).
- Calculate Output and input Tax also submission of Sales tax return to Tax authority.
- Organize & update the sales tax database of Co.
- Monitoring monthly and yearly stock taking activities.
- Preparing MIS reports and presenting it to respective HOD'S for checking of their respective departmental expenses.

PROFESSIONAL CERTIFICATIONS & ACADEMIC EDUCATION

| <u>DEGREE/CERTIFICATION</u> | <u>Detailed:</u> | <u>Grade</u> |
|--|--|---------------------|
| Master Of Business Administration Human Resource (MBA) | Master of Business Administration (MBA) in I.E.C University. | B+ |
| Bachelor of Commerce (B.COM) | Bachelor Of Commerce from Himalayan University | A |
| Higher Secondary (Commerce) | West Bengal Council of Higher Secondary Education Higher Secondary (WBHSC) | B+ |
| Matriculation | West Bengal Board of Secondary Education Madhyamik (WBBSE) | A |

TECHNICAL & OUTHER OUALIFICATION:

- Completed Diploma in Computer Application (DCA).
- The Fundamentals of Digital Marketing (Google Digital Garage).
- Diploma in Tally (All Versions).
- Accounting IT Software Excellent.
- Completed Diploma in Computer (CCA).
- Operating System: - Windows, Dos.
- Microsoft Office, Microsoft Access & also knowledge of F. A Package.
- Fire Safety Fundamentals of Fire Extinguishers.
- Indian Civil Defense Academy West Bengal.

CAPABILITIES & BEHAVIORAL SKILLS:

- Comfortable in working with teams and groups.
- Well equipped in knowledge and experience regarding Management, Financial operations and Risk Management and key account management.
- Manage time and priorities to meet deadlines.
- Conscientious dedication and full commitment towards work.
- Reading Papers and magazines related to Finance/management like "Economist". Like to Travel.

PERSONAL DETAILS:

Father's Name : Sujit Saha
 Marital status : Single
 Nationality : Indian
 Religion : Hindu
 Languages known : English/Hindi/Bengali/Nepali.
 Passport No : P9317203

REFERENCE: Reference will be furnished on demand.

Priyanka Saha(UAE)