

# **BHAGWANT SINGH**

**Accountant | VAT**  
**Sharjah, UAE**

**7 Sep 1992, Delhi, India**  
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## **Holding a UAE Driving License**

An MBA in Finance with Accounting experience in UAE. Bringing track record of adjusting journal entries, accounts payable and receivable, conducting analyses and reconciling ledger statements.

I'd like to leverage my knowledge of accounting - principles, procedure, and applications provide assistance to the company's financial management undertakings.

## **Education**

INSTITUTE OF MANAGEMENT TECHNOLOGY Dubai, UAE  
MBA (International Banking and Finance) 2016

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY Delhi, India  
BBA (General) 2014

## **Professional Experience**

**Jaspa General Trading Co. (L.L.C.)** Dubai, UAE  
Accountant April 2018 – Present

Group Companies: Jet Electric, Jet Import and Export, Jetro and Orient Center

### **1. Accounting Entries**

- Accounts Payable - Bank payment and Cash payment postings
- Accounts Receivables - Sales Order/Invoice processing, Receipt Posting (Bank and Cash), Credit Note
- General Ledger – Petty cash payment, Intercompany Journal, Depreciation Journal, Partners account and employee's payment
- Accrued and prepaid account posting
- Fixed Assets – Asset creation, Depreciation processing

### **2. Checking and Reconciliation**

- Bank & Cash Reconciliation
- Customer reconciliation, outstanding statement and payment follow up
- Supplier reconciliation, outstanding statement and payment settlement
- Payment to Jaspa against invoice and on account payment track
- Intercompany reconciliation
- Partners account reconciliation
- Reconciliation and re-verification between Sudan and Dubai regular basis
- Accrued and prepayment account checking
- Inventory verification between two books

### **3. Reporting and Audit**

- Monthly outstanding statement
- Monthly bank and cash reconciliation statement
- Management report i.e. Sales analysis, customer analysis, etc.
- Document Management Control

- Audit check and verification of Sudan transaction
- Travel to Sudan for support activities

**Al Taraf Trading LLC (ATTCO)**  
Assistant Accountant

Sharjah, UAE  
May 2017- Mar 2018

- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Regular review of payments received, confirmation to the customers and allocated payments once details are received from customers
- Issue Cheque Payment:
  1. Collect supplier's SOA every end of month
  2. Prepare reconciliation statement
  3. Issue cheque according to credit days and bank available balance
- Provide quick support to the customers on their queries, requested for SOA, including follow up on overdue and next due payments.
- Issue Credit Notes and Debit Notes
- Issue Journal Vouchers (JV):
  1. Booked expense before payments
  2. Either accrued/prepaid/outright expense
- Responsible for reconciliation of various GL accounts and preparation of schedules thereof after necessary rectification entries.
- Follow up with customer and prepare statement of receivables
- File all accounting records and maintain files
- Update Banks regularly –NBAD, FGB, RAKBANK

## **Internships**

**Super Max**  
Finance Executive

Jebel Ali Free Zone, UAE  
Jan 2016 – April 2016

Conducted Financial Analysis and Reported:

- Return on Investment
- Financial Statement Analysis – Financial Ratios, Vertical, and Horizontal Tool
- Debit Note Analysis - fixed, variable rental marketing expenses
- Forecasting checking to ensure that there was not much loss of sales due to the wrong forecast.
- Graphical presentation of product distribution to ensure all the key products/SKU are distributed major all the outlets of a particular region to help more sale and that in return in companies cash flows.

**FittPass.com**  
Finance & Accounts Executive

Dubai Media City, UAE  
May 2015 – Aug 2015

- Updated and maintained accounting journal, ledger, and balance sheet and recorded other financial transaction (e.g. expense vouchers, receipts, accounts payable)
- Reconciled records with internal company employees and management, or external vendors or customers.
- Prepared, examined, analyzed accounting records, financial statement and financial reports to assess accuracy and completeness to reporting and procedural standards.
- Developed, modified, implemented record keeping and accounting systems.
- Recommended actions to resolve discrepancies & investigated questionable data.

## **Certifications**

- GHRP Skill India Private Limited: Delhi, India  
National certificate in Accounting under Sector Banking and Accounting Mar 2014
- Oxford Software Institute: Delhi, India  
Certificate of E-Accounting Course Aug 2013- Jun2014

## **Area of Knowledge**

### **1. Financial Accounting (GAAP, IFRS):**

- Accounting Principles, Accounting Conventions, Accounting Cycle
- Financial Statement Analysis, Cash Flow Statement.
- Reconciliation of Statement of Accounts/General Ledger

### **2. Managerial Accounting**

- Cost Volume Profit Analysis • Capital Investment Decision • Budget • Forecasting

### **3. Software Skills**

MS Excel • MS Word • PowerPoint • **Tally ERP 9** • **QuickBooks** • **Sage**