



ANKIT KARELIA

Senior Accountant

About Me

An Accountant with wide experience in ledger processes, reconciliations, and streamlining reports. Results-oriented, focused, and accomplished professional showcasing year-over-year improvements in organizational productivity, operational efficiency, accounts administration, and team collaboration. A highly dependable, ethical, and reliable administrative professional and leader that blends advanced organizational, financial and business acumen. A strong and decisive professional with excellent organizational, monitoring, supervising, planning, and evaluation skills. I enjoy creative problem solving and getting exposure to multiple tasks, and I would excel in the collaborative environment on which your organization prides itself.

Work Experience

Senior Accountant Mar 22 - Mar 23

MKS General Trading FZC I Dubai, UAE

- Accounting - Tally & Apxert ERP
- Execute day-to-day financial tasks such as data entry and bookkeeping.
- Prepare invoices, and purchase orders, Payments & Receipts
- Making LPO for the vendors
- Collaborate with the finance team for month-end closing and reconciliations.
- Ensure compliance with financial reporting standards.
- Bank Reconciliation and VAT Calculations

Senior Accountant Executive Dec 18 - Jan 22

African Business Corporation I Gabon/ Togo, Central Africa

- Daily Accounting - Import Purchase, Sales, Payment, Receipts, Etc..
- Follow up for month-end closing & Tally with affiliates
- Inventory and Daily cash handling
- Monitoring Receivables , Chasing Debts over credits
- Bank Reconciliation, Reconciliation with Debtors & Creditors SOA

Senior Accounts Executive Oct 16 - Nov 18

Recycling Solutions Pvt. Ltd I Bharuch, India

- Accounting of logistics invoices & solving all queries related to logistics - ERP Navision
- MS Word Office and MS Excel.
- Preparation of Sales invoice.

Article Assistant Oct 13 - Sep 16

Rays and Associates I Ankleshwar, India

- Handle banking activities and perform regular bank reconciliations to ensure accuracy.
- Ensure compliance with Yearly Economic Substance Regulations reporting.
- Maintain and monitor the fixed assets system.
- VAT Filing and Payment
- Internal Audit, Stock Audit, Statutory Audit, concurrent Audit.

Contacts



+971 582656754
+91 9662361060



ankitkarelia5@gmail.com



Concord Building, Near
Sharaf DG Metro Station,
Dubai, United Arab Emirates

Personal Details

- Date of Birth : 07-12-1992
- Nationality : Indian
- Visa Status : Visit Visa

Career Expertise

- Receivables & Payables
- Financial Statement Generation
- Financial reporting and analysis
- Bank Reconciliation
- Trial Balancing
- Inventory Audit
- MS Office - Word , Excel, Outlook
- Tally - Prime, ERP 9
- Apxert ERP
- Dynamics Navision

Education

Master in Commerce

Sardar Patel University, Anand, India
April 2016

Bachelor in Commerce

The Maharaja Sayajirao University,
Vadodara, India
April 2013

Core Skills

- Excellent Communication Skill
- Time Management
- Organization and Strong attention to detail
- Business and Clerical Knowledge
- Analytical Thinking
- Problem Solving Skill
- Quickly Adopt any Domain
- Ethical Conduct
- Team Oriented

Languages

- English
- French
- Hindi
- Gujarati (Mother Tongue)