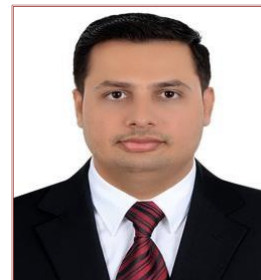


BANKEY CHATURVEDI

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✉ bankeychaturvedi@gmail.com



B.COM. WITH 8 YEARS EXPERIENCE – ACCOUNTS

OBJECTIVE

Seeking a position for accepting challenging task with due responsibilities, where I can utilize my knowledge & experience to complete the task given effectively in time.

Professional Experience

Feb 2024 - Present: Pinnacle Support Parties. Dubai – Senior Accountant

▪ Leading Sales department for handling below work:

- Prepared and finalized monthly, quarterly, interim, and yearend financial statements according to applicable financial reporting framework.
- Handled all activities related to imports, including dealing with banks and foreign suppliers.
- Ensured timely payments of foreign and local vendor invoices.
- Administered the processing of payroll and monitored internal controls relevant to collection, inventory, credit control, and accounting procedures.
- Implemented and performed the Internal Control Procedures throughout the operation cycle.
- Recommended financial actions by analyzing accounting options.
- Reviewed, evaluated, compared, and analyzed financial statement figures with budgets, competitors, and industry performance.
- Communicated the findings to the management.
- Involved in effective working capital management, managing liquidity and gearing levels by the short and long-term objectives of the entity.
- Involved in strategic decision-making through investment appraisal and related optimum financial options.
- preparation, and review of the budget and monitoring the actual performance with the plan.

August 2020 - Nov 2023;

New Era Supermarket LLC. Dubai – Senior Accountant

▪ Leading Sales department for handling below work:

- Preparation of sales reports for all 8 branches of supermarket business,
- Checking Sales Entries and making due corrections,

- Sales vs. Visa & Cash Reconciliation,
- Follow up for credit Sales recoveries from customers and solving dispute cases.
- **Working as Accounts-Payable Assistant as below:**
 - Passing purchase payment entries after checking due deductions from suppliers as per terms of contracts.
 - Doing Telegraphic Transfer to Suppliers on daily basis.
 - Reconciliation of suppliers account in system with suppliers' statements.
- **Other works done as per need of the company:**
 - Cash & cards verification and shortage reported many times.
 - Dealing with banks & money exchange houses for depositing cash, cheques, foreign currencies. And reporting cash short to CFO.
 - Passing cash purchase & expenses booking.

May 2016 - August 2020:

West Zone Fresh SUPER MARKET LLC. Dubai – Account Assistan

Leading Sales department for handling below work:

- Preparation of sales reports for all 45 branches of supermarket business,
- Checking Sales Entries and making due corrections,
- Sales vs. Visa & Cash Reconciliation,
- Follow up for credit Sales recoveries from customers and solving dispute cases.

Leading Sales department for handling below work:

- Preparation of sales reports for all 45 branches of supermarket business,
- Checking Sales Entries and making due corrections,
- Sales vs. Visa & Cash Reconciliation,
- Follow up for credit Sales recoveries from customers and solving dispute cases.

Working as Accounts-Payable Assistant as below:

- Passing purchase payment entries after checking due deductions from suppliers as per terms of contracts.
- Doing Telegraphic Transfer to Suppliers on daily basis.
- Reconciliation of suppliers account in system with suppliers' statements.

Other works done as per need of the company:

- Cash & cards verification and shortage reported many times.
- Dealing with banks & money exchange houses for depositing cash, cheques, foreign currencies. And reporting cash short to CFO.
- Passing cash purchase & expenses booking.

November 2014 – March 2016:

DHFL (Diwan Housing Finance Limited). Faridabad, India

- Developed, implemented, and executed strategies that targeting commercial business.
- Maintain responsibility for advertising, marketing of home and mortgage loans.

October 2012 – September 2014:

ICICI Bank Ltd. Delhi, India

- Worked as Channel Partner Associate (CPA)
- Directing Channel Partner, credit, sales and collections department on daily basis.
- Managing home loan files and disbursement registers.
- Computation & checking the eligibility of customer for housing loan by considering various factors viz. their income, CIBIL report, Securities & banking track records.

Academic Details

- 2009: Bachelor of Commerce from Dr. B.R. Ambedkar University
- 2006: Passed Class XII from UP Board
- 2004: Passed Class X from UP Board

IT Skills

- Proficient in MS Office (Excel, Word & Power Point)
- ERP Software – Oracle, Customized Software & Tally ERP.

Strength

- Time Management (always try to complete task before target date)
- Team Sprit
- Strong Analytical skill
- Positive working approach in a friendly manner
- Strong work ethics and Confident

Personal Details

Current Address	Bur Dubai, Dubai.
Languages Known	English & Hindi
Date of Birth	01-Jan-1989
Passport No.	S0651747
Visa Status	Employment Visa
Notice Period	Immediately
Nationality	Indian

(Bankey Chaturvedi)