



BHAVYA H.V

ASSISTANT ACCOUNTANT

+971-558016309

bhavyapganesha@gmail.com

Dubai, United Arab Emirates

AREAS OF EXPERTISE

Monthly management accounts

Budgeting & forecasting

P&L analyses

Month end procedures

Variance reporting

*Computer literacy
Margin analysis Query
resolution*

*Reporting & management
accounting*

Payroll accounting

*Maintenance of cash and
cash books*

HR duties

PERSONAL SKILLS

Numerate

*Investigative Pro-
active problem solver*

SKILL AND COURSES:

Tally erp.9

Accounting software

*Basic Course in Computers
(Microsoft Office, Excel,
Word, Power-point and
web browsing)*

*Hotel PMS
(Inspire, IDS, MaakSol, etc.)*

OBJECTIVE:

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes for the organization.

WORK EXPERIENCE

Four Apple Hotel Management (Head Office) Dubai, UAE.

formerly Pearl Hotel Group

Nov 2016 to Mar 2022

ASSISTANT ACCOUNTANT

Mahendra Insurance Company(HEAD OFFICE) - Bangaluru, India

ASSISTANT ACCOUNTANT

Sept 2014 to Aug 2016

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

Duties & Responsibilities

- Maintain books of accounts
- Inventory management
- Invoice management
- Account reconciliation
- Document control
- Mathematical skills
- Budgeting
- Financial administration
- Strong Communication skills
- Effective time management

A) This is my first overseas assignment and my duties as follows

- Recording hotel revenue, outlet revenue which is inside hotel premises and update it on Dubai revenue website.
- Collection of municipality charges and vat @ 5% on revenue of outlets if they don't own their license.
- Revenue analysis and fix profit margin.

- And payment of Tourism Dirhams & Municipality Fee to Dubai Government
 - Recording In and Out of Cash received from Hotels.
- Recording all Utility bills payable.
- Calculations of Hotel Rent and Vat on rent payable and issuing the cheque according.
- Recording all amount payable and amount receivable and follow up of them.
- Maintains F & B inventory detail records & performs F & B event settlements and event income flash report).
- Preparation of F & B faciliy financial statements and supporting schedules.
- Reconcile general ledger account activity, balances A/R and A/P control accounts to detail aging.
- Monitor and mangle the hotels overall budget.
- Summarizes cuurent financial status by collecting information, preparing balance sheet, profit & loss statement and others reports.
- Substantiates financial transaction by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Proper filling and documentation of records for certain period.
- VAT tax accountable on monthly basis as per the Government Laws & Norms.

B) As a Accounts receivable

- 1)Review AR note receivable, cheques under collections GLs and reconcile them with the sub ledgers and ensure that there are no variances.
- 2)Review the AR aging report at the month end and challenge the customers who exceed-
ed their credit limits and credit periods.
- 3)Provide corrective actions plan to the AR receivables controller and set the monthly
collections target.
- 4)Forecast the collections over the Next 4 months and reflecting the amount in Cash Flow
Forecast.
- 5)Conduct a daily morning meeting with AR controller to review and the daily collection
target.
- 6)Ensure the daily collection Target are achieve by 4pm any variance(Uncollected
Cheques) must be discussed with the AR controller and the driver and take corrective
action.
- 7) Plan the daily working scheduled time which covers.
 - a) Follow up with the customers through email and call, meeting with the customers.
 - b) Update the customers ledgers by posting the customers payments against relevant
invoices.
 - c) Reconciliation with customers SOA.
 - d) Obtain balance confirmation from the customers.
- 8) Ensure on daily basis the follow up with the customers for collections.
- 9) Ensure the follow up with the customers happen through email and calls.
- 10)Generate on daily basis a report of net Outstanding customers VS their Credit limit and
Credit period which include un-posted customers orders.
- 11)Conduct weekly AR review detailed meeting with FM and AR controller and ensure
that there collections are within the set target and no customers are exceeding their
credit limits and credit periods.

HOBIES

Listerning Music
Singing
Dancing
Watching Historical Movies
Playing Badminton

PERSONAL DETAILS

Date of Birth : 17-02-1993
Gender : Female
Nationality : Indian
Marital status : Married
Religion : Hindu
Passport No : X 9774933
Date of expiry : 14-05-2033
Visa Status : Husband
Visa

LANGUAGES

English, Hindi, & Kannada



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C) As a Accounts payable

- 1) Revamp accounts payable function to prioritize payments to vendors, maintain long terms loyalty and aid cash flows
- 2) Analyze financial accounts to provide detailed reports of fiscal health to senior management
- 3) Reconcile & distribute payment to multiple vendors & dispense daily general operating reports
- 4) Track & manage expenditures weekly & schedule future payments while verifying accurately of expenses prior to entering payment stream

ACADEMIC QUALIFICATION:

B.Com – Bachelor of Commerce
Bharathiya Samskruthi Vidhya Pita Pre- University
IIPUC - Pre University Course
Shantidhama College
S.S.L.C – Secondary School Leaving Certificate
Shree Vinayaka Vidhya Kendra School, Bangalore

DECLARATION:

I hereby declare that the details furnished above are true to the best of my knowledge.

Date :

Place:

Reference: To be provide upon request

BHAVYAH.V