

NILOFAR SHAMNAD

ACCOUNTANT

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ABOUT ME

Accounting Professional with good experience in a target driven environment. Proven track record in consistently and committedly delivering the services which enhance the company's credibility and profitability.

WORK HISTORY

Accountant **2021- 2023**
Aswaaq LLC part of Gulf Marketing Group (GMG), Dubai, UAE

- Reviewed and processed daily financial reports, cash reporting, and posting.
- Received and posted ACH and wire payment from ENBD to customers/vendors accounts
- Disburse claims, petty cash vouchers and temporary cash advance to cover mis. expenses in line with the policy and entries through ERP.
- Reconcile GL accounts to ensure all entries have been booked correctly, accurately and timely and reporting to manager.
- Conducting and presenting in depth analyses to understand root cause of business trend and pinpoint operational opportunities to add values.
- Collected and analysed data from various system using Pivot Table prepared monthly financial report to identify unapplied cash and credit and allocated money to outstanding invoices.
- Maintain all domestic and global banking account opening, credit card processing relationship with RM
- Documents maintenance and compliance tracker maintenance. To ensure expired license on time and KYC update.
- Ensuring external bank reconciliations and internal nominal reconciliation and sales reconciliation are performed timely manners. Monitor daily cash position & forecast short / long term cash flow.
- Oversee forecast cash flow positions, related borrowing needs and funds available for investment.

EDUCATION

Bachelor Degree in Economics
1996-2000 (Banking & Accounting)
University of Kerala, India.

COURSES

- Standard fares and ticketing, Emirates aviation college, Dubai, UAE - Jul 2008
- Diploma in Computer Management ER&DCI, India. Feb 2001-May 2001
- Data Entry and Console Operation ER&DCI, India Aug 2001-Nov 2001

CERTIFICATE

- Certificate of Financial Accounting
- Certified Public Accountant (CPA) (Course will be finished on Mar'24)

SOFT SKILLS

- Oracle
- Tally
- Microsoft D365
- Financial accounting
- MS office

KEY SKILLS

- Data Analysis
- Process Improvement
- Team Leadership
- Problem Solving
- Customer Centric
- Decision Making
- Good Communication skill

- Providing accounting and clerical support to ensure that financial transaction is complying and vat regulation. Responsible for vat registration for the company and its client. Explain and provide proper guidance for vat regulation.
- Generate financial entries and invoices, refund payments, reconcile control and clear nominals, audit documents, identify discrepancies, accurate and timely accounting/reporting.
- Liaising and support with Internal/External Auditor when they required.

Senior Accounts Assistant
(AP, AR, Revenue Team)
Emirates Airlines, Dubai, UAE

2007-2020

- Make collection calls -follow up on past-due payments and skip invoices. Monitor customer account details for non-payments, delayed payments, and other irregularities.
- As and when customer account opening. Check and validate KYC doc. for all customers and credit limit forms for changes as per SOP.
- Generate invoices from the ERP system (Oracle) and from bill trust client connect. Record contact information, communications, and collection efforts in the ERP system. Work closely with other department to resolve and applies unapplied cash.
- Ensure accurate and prompt invoice processing to facilitate timely month end closing. Ensure adequate review of accruals and provisions to ensure timely payment processes.
- Reconcile supplier statements to ensure correctness and validity. Ensure reconciliations are done.
- To ensure that the credit card transactions in a business credit card statement match its general ledger.
- Regularly and in line with the SOP policy. Follow-up and resolve all outstanding items. worked as a quality champion.
- Ensure accurate revenue recognition in accordance with company policy and revenue recognition accounting standards.
- Supervise and manage revenue month-end close activities: prepare journal entries, reconcile between different systems and prepare account reconciliations.
- Oversee, review and prepare reports including accounts receivable aging analyses.
- Ensure that customer invoices are raised accurately as per the contractual agreements and are dispatched on time to customers to facilitate timely collections
- Resolve disputes, queries, discrepancies with internal and external stakeholders.

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil
- Arabic

VISA STATUS

- Spouse

DATE OF BIRTH

- 28 MAY 1979

TRAINING

- Fire& Safety office Training
- First Aid Training

AWARDS

- NAJAM awarded by Emirates Airlines for the extra mile work to complete without affecting month end financial closing.
- Awards received for the outstanding contribution to the achievement of Dubai Service Excellence Scheme (DSES) Best Service Performance Brand Awards 2022 for Aswaaq retail.