

SANJIB KUMAR MISHRA

MLRO/ACCOUNTANT/AUDITOR



CONTACTS

+971- 561768636



sanjibnirankari@gmail.com



Room No. 214, City tower building, New rolla street, Bur Dubai, Dubai, 6871, UAE



SKILLS

Computer skills



TALLY PRIME



QUICKBOOK



LANGUAGES

English



Hindi



Nepali



Bengali



HOBBIES

Photography, Playing, Travelling

PERSONAL DETAILS

ABOUT ME

I am an accountant with eight years of experience specializing in accounting, auditing, budgeting, and payroll for diverse organizations. Advanced knowledge of generally accepted accounting principles and practices. Fosters transparency, understanding, and ownership of financial reports and financial and operational metrics across the organization—a thorough knowledge of applicable laws, regulations, public finance, and external reporting.

WORK EXPERIENCE

Money Laundering Reporting Officer (MLRO), AML , Thakkar Chartered Accountants, Dubai

Sep 2022 - Present

- generate reports on money laundering and adequately disclose it to the relevant authorities.
- Risk assessment; One of the most sublime duties is to assume and manage various levels of risk. Managing, shaping, and reporting these risks. At this stage, the management needs to guide and give the necessary permissions.
- Observe and plan new legislation to develop AML policies, systems, and procedures to ensure effective implementation.
- Money laundering, terrorist financing (AML / CTF), and fraud prevention are also under their responsibility.
- Ensure its customers know and execute Customer Due Diligence (CDD). CDD is a vital part of Anti-Money Laundering and Terrorism Financing requirements. It enables the firm to know who its customers are and give a chance to decide whether accept them according to companies' risk appetite.
- Develop and implement an in-house training program.
- Evaluate the money laundering risk, identify problems in compliance processes, and analyze them.
- Ensure that the company complies with AML regulations.
- Enforce the implementation of KYC and KYB procedures.
- Reporting to authorities outside of the company like FCA regularly and to senior management annually

ACCOUNTING WORKS:

- Manage all accounting transactions.
- Handle monthly, quarterly and annual closings.

Date of birth

02/03/1989

Nationality

Indian

Visa status

Employment Visa

Marital status

Married

- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare VAT returns.
- Manage balance sheets and profit/loss statements.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Comply with financial policies and regulations.

Accountant, Knowledge Computer Trading LLC, Dubai, UAE

Dec 2020 - Aug 2022

- Initiating and managing financial and accounting software used by the company.
- Reconciling the company's bank statements and bookkeeping ledgers.
- Completing analysis of the employee expenditures.
- Managing income and expenditure accounts.
- Generating the company's financial reports using income and expenditure data.
- Keeping a check on the company's finances based on financial status.
- Filing and remitting taxes and other financial obligations

Accounts Executive, Kaysons Infrastructure Pvt. Ltd., Hyundai Division, Siliguri, India

Oct 2019 - Dec 2020

- Maintaining book of accounts i.e. Sales & Purchase bills entries in Tally ERP
- Stock Ledger, Cash Book, Day Book, Income & Expenditures, Debtor's & Creditor's Ledger
- Bank Reconciliation Statements, Card Payment & receipts Settlement
- P&L reports, Fuel Consumption Report, GST Workings, Motor Insurance & Claim Settlement report

Assistant Accountant, Topsis Pvt. Ltd., Toyota & Titan Division, Siliguri, India

Mar 2015 - Dec 2016

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.

EDUCATION

MBA, Narsee Monjee Institute of Management Studies, New Delhi

2023

Specialization in Banking and Finance.

Bachelor of Commerce, Indira Gandhi National Open University, Siliguri, India

2013

Accounting & Finance.