

# SENUPAL ASHOK

Sr. ACCOUNTANT

#119, Rawath Al Karama Bldg., Dubai   
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+971 565730314 



Nationality: Indian

DOB : 21<sup>st</sup> Sept.

Passport : U0878341

Visa Status : Visit Visa

(Apr.2023 – Jun.2023)

(Feb.2022 – Apr..2023)

Proficient in accounting across multiple contexts and environments. Adept at all functions of accounting, including financials, processing payments, invoicing, managing accounts payable, banking, import documentation, LC's, petty cash handling, and providing executive administrative support.

Also proficient in Dynamics 365, Tally ERP.9, QuickBooks, and many other in- house accounting software platforms and applications that may be used. Dedicated to providing exemplary work and supporting the overall mission of the department and company.

## Carrer Experience

Worked as **Sr. Accountant on Contract** (Apr.2023 – June.2023) for **Speedline LLC, Oman**

### Accountant, Phars Films LLC, Dubai

- Reconciliation of Bank/cash, General Accounts and debtor/creditor accounts.
- Process documents as per VAT regulations and adhere to compliance.
- VAT reconciliation and filing of VAT return.
- Control of petty cash.
- Salary processing and payments.
- Generate financial statements and reports detailing accounts receivable status.
- Oversee day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables data.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted and proper and timely follow up with Clients.
- Preparation of various **managerial reports**.
- Assist in internal and external audit and maintain documentation.
- Maintain schedules for recurring monthly payments and process accordingly.
- Participate in monthly financial closing activities.
- Communicate within divisions to collate information/supporting required.
- Assisting with documents required by Bank.
- Maintain schedules for recurring monthly payments and process accordingly.
- Participate in monthly financial closing activities.
- Communicate within divisions to collate information/supporting required.
- Assisting with documents required by Bank.
- Collaborate with the other finance department members to support overall department goals and objectives.
- Monthly closing of inventory stocks.

(Feb.2019 – Jan.2022)

## **Accounts General, Fast Boring Infrastructure Cont. LLC, Abu Dhabi**

- Handling AP and AR - verify and process the invoices and make/collect the payments.
- Bank reconciliation & reconciliation of accounts.
- Handling Petty Cash – verifying, recording, and making payments.
- VAT Returns- Preparing and filing returns on time.
- Payroll Processing – Preparation of salary sheet and processing the payroll on time.
- Aged receivables improvement: - review all invoices and payments received, resolve any billing errors to mitigate outstanding accounts, follow up on open accounts, and negotiate with the client during collection period.
- Book-keeping – filling of records.
- Helping managers in finalization and maintaining the records for external audits.

(Jan.2018 – Jan.2019)

## **Admin Assistant, Woqod Petroleum Co., Qatar**

- Shift in Charge.
- Handling Retail operations (RTV, PO, RMS)
- Attending customer complaints and solving.
- Recording day to day transactions.
- Bank reconciliation and Cash Banking.
- Preparing Month End Financial reports.
- Inventory Management, Stock control and PDI.
- Managing sub-ordinates activities.

(Aug.2013 – Aug.2017)

## **Admin Assistant, Wayzone IT Solution LTD, India**

- Managing and coordinating information.
- Monitoring and recording income & expenditure.
- Book-keeping.
- Coordinating meetings.
- Managing inventory of assets and supplies.
- Assisting in various daily operations.
- Banking.
- Leave attendance check.
- Payroll functions.
- Accounts payable and receivable.

## **Professional Skills**

- Communication
- Decision making
- Leadership
- Customer Service
- Analytical Ability
- Managerial Skills
- Time Management
- Professional Software skills

## Languages

- English
- Malayalam
- Hindi
- Tamil
- Kannada

## Education

**MBA (Finance):** 2011 -2013

**Rajiv Gandhi Institute of Technology** (Visvesvaraya Technological University),  
Karnataka, India

**B. Com:** 2008 – 2011

**Sree Narayana College of Technology** (Kerala University),  
Kerala, India

## Reference

**RENJI CHANDRA PRADEEP**

**Sr. Accountant**, Phars Films LLC

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**SWATHI .S**

**Finance Manager**, Fast boring Infrastructure Cont. LLC

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