

TEENA TERESA RONEY
ACCOUNTANT & ADMIN ASSISTANT

Dubai,UAE • teenateresa.j@gmail.com • +971 506859135

CAREER SUMMARY

A self-driven Accountant and Operation professional with 4 years of experience, skilled in Dynamic and experienced accounting. Expertise in establishing and leading all aspects of accounting and finance operations of multinationals

TECHNICAL SKILLS

Financial reporting and analysis, Bank reconciliation, Documentation, Ledger reconciliation, Vat Assessment, Vat filing.

SOFT SKILLS

Time Management, Highly Organized, Initiative – Driven, Team Working, Self-Development, Confidentiality, Proactivity, Analytical thinking, Problem-solving, Effective communication.

PROFESSIONAL EXPERIENCE

REVENUE OPERATIONS COORDINATOR

Hitachi Hi-Rel Power Electronics Pvt, India (Gujarat, India | January 2019 – November 2020)

- Prepared quotations based on the client's request (RFQ), which may include UPS units, AMC (Annual Maintenance Contract), batteries, and spares.
- Maintained a funnel sheet to track the status of the quotations and follow up on any changes or updates.
- Extracted monthly sales data related to UPS systems.
- Ensured that the necessary information is updated regularly for tracking warranty expiry dates and conditions related to the UPS systems.
- Received and recorded IC reports from all four regions.
- Ensured that the process for payment follows once the reports are received and recorded.
- Follow up with customers regarding the installation of the UPS systems and identified reasons for any installation delays, particularly if it's from the customer's side and adjust warranty and service terms, accordingly, based on the installation timeline.
- Developed and generated periodic reports that are relevant for management purposes, providing insights on the status of sales, installations, warranty expiries, and other related activities.
- Uploaded the UPS sales data into the Fareye software, ensuring that the system is up to date with the latest information for tracking and analysis.

ASSISTANT ACCOUNTANT

Payyappally Associates (Kerala, India | May 2016 – March 2018)

- Assisted in preparing monthly, quarterly, and annual financial reports in compliance with accounting standards (GAAP).

- Assisted in the preparation of tax filings and compliance documentation.
- Supported the accounts payable and receivable teams by verifying invoices, processing payments, and maintaining vendor records.
- Performed bank reconciliations, identifying discrepancies and preparing adjustments to ensure accurate financial data.
- Assisted in maintaining the general ledger by posting journal entries and reviewing account balances for accuracy.
- Worked with the finance team to ensure compliance with tax regulations and assisted in preparing quarterly VAT returns.
- Utilized accounting software for data entry, account reconciliation, and generating financial reports.
- Assisted with payroll processing, ensuring accuracy in employee hours and deductions.
- Assisted with the preparation of budgets, forecasts, and variance analyses.

ACHIVEMENTS

Received 'Employee of the Month' award for consistently providing excellent service in June, August, and December 2019- Hitachi Hi-Rel Power Electronics Pvt, India.

EDUCATION

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| MBA FINANCE Bharathiar University | Coimbatore, India 2015-2018 |
| BACHELOR OF COMMERCE Madras University | Chennai, India 2009-2012 |

CERTIFICATION

- SAP Business One Certified
- Tally
- Peachtree
- Quickbooks
- PGDBAM (Post Graduate Diploma in Business Accounting & Management)

LANGUAGES

- English
- Hindi
- Malayalam
- Gujarati
- Tamil