

Jatin Chandrakant Sawant

Contact Information:

Email: jatin_sawant@gmail.com

Phone: +971 54 325 7670



Summary:

Highly experienced (15+ years) accounting and finance professional with expertise in financial management, accounting operations, and administration.

Professional Experience:

Senior Finance Manager, ACCL International (Sep 2007 - Apr 2023)

- Kabul, Afghanistan (Sep 2007 - Aug 2021)
- Dubai, UAE (Aug 2021 - Apr 2023)

Key Responsibilities:

- Managed accounting operations, accounts payable, payroll, and grants administration
- Prepared financial reports, maintained accounting records, and ensured GAAP compliance
- Supervised accounting and cashier teams
- Administered payroll, benefits, and new-hire onboarding
- Coordinated audits, financial statements, and tax returns

Warehouse In-Charge, Primest Support General Trading LLC (Mar 2022 - Apr 2023)

- Dubai, UAE

Key Responsibilities:

- Managed inventory, warehouse operations, and staff
- Oversaw back-office tasks, trading, and logistics
- Ensured timely payments and receivables management

Education:

- Graduated in Commerce from Mumbai University in 1997
- HSC from Mumbai Boards in 1994
- SSC from Mumbai Boards in 1992

Skills:

- Financial management and analysis
- Accounting operations (SAP)
- Leadership and team management
- Communication and interpersonal skills
- Time management and organization
- Administration and office management

I made the following changes:

- Emphasized accounting and administration experience
- Highlighted relevant skills and software proficiency (QuickBooks and SAP)
- Tailored the summary and key responsibilities to match accounting and administration job requirements.