

JESSICA CLAIRE

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Summary

General accounting procedures ***Accounts Payables * Costing ** Billing & Accounts Receivables * Cash Management * Bank Reconciliation ***Payroll Management * Finalisation of accounts up to Balance Sheet * Accounting Reports Management * Knowledge of L/C Documentation * Admin & Secretarial Skills Competencies Proficient in data entry and management * Ability to maintain a high level of accuracy in preparing and entering financial information * Ability to work fast and in an accurate manner * Good organizational and analytical skills * Ability to learn and adapt quickly to meet changing needs

Highlights

Sound knowledge of computer accounting programs such as, I-Travel Financials (ERP), MYOB, Tally, QuickBooks, Xpert, Leap Accounting and MS Office applications like Word, Excel, PowerPoint, Outlook and other Internet applications with very good typing speed.

Accomplishments

Experience

Accountant, 10/2012 to 10/2014

Aaa Of Southern California – Santa Maria

- A Destination Management Company based in Dubai) Job Description: Handled high volume of payments including internal and external.
- Reviewed supplier invoices to ensure that all the information appearing on them is accurate and complete and reconciled their statements after sorting queries.
- Maintained listing of accounts payable.
- Monitored accounts aging to ensure payments are up to date.
- Performed day to day processing of payments by cheques, telegraphic transfers, online transfers, etc.
- and ensured that suppliers are paid within the established time limits in accordance with the company policy.
- Overseen daily cash and petty cash transactions and tallying of cash every day.
- Prepared month-end account reconciliations primarily bank, accrual and prepaid accounts and post entries.
- Ensured the confidentiality and security of all financial files.
- Other accounting/finance support as and when required by the management.

Accountant - Payables / Accounting Clerk, 04/2011 to 10/2012

Baptist Hospitals Of Southeast Texas – Beaumont

- A boutique law firm that specialises in the Corporate, Property and construction business sectors) Job Description: Accounts Payables - Reviewed invoices to ensure that all the information appearing on them is accurate and complete.
- Verified that payable transactions comply with financial policies and procedures.
- Processed transaction reports (aging, payment, etc.) after data entry.
- Maintained listing of accounts payable.
- Cash Receipts & Petty Cash Expenses - Managed and controlled cash receipts through proper tracking and ensured that the same is deposited into bank on a daily basis in order to avoid discrepancies.
- Managed daily petty cash expenses and reconciled the physical cash and advances daily.
- Bank Reconciliation - Monitored Bank transactions daily to avoid any irregularities and also to ease the bank reconciliation thus by keeping the book balance up-to-date.
- Accounting Vouchers & Data Entry- Prepared and recorded various vouchers in MYOB software.
- Month end closing and Financial Reports - Maintained Fixed Assets master and run monthly depreciation, passed closing entries and provided MIS reports (BRS, CFS, Ageing Reports, Commission Statement, etc.).
- Finalisation of Accounts and Annual Audit - Assisted Finance Manager by preparing relevant B/S and P&L schedules as per auditor's requirements for the Finalization of Accounts and Annual Audit.
- Secretarial - Provided secretarial & adJessicastrative support to the Finance Manager as and when required.

Junior Accountant, 07/2008 to 04/2011

The Rights Lawyers FZ LLC – City

- A boutique TMT firm set up in the Middle East to cater exclusively for all legal needs of companies or individuals) Job Description: Handled day to day accounts related jobs including but not limited to:- Invoicing - Prepared and sent timely and accurate invoices to clients by email.
- Recorded invoices in the Leap Accounting Software.
- Kept track of Clients' Funds in a separate Trust Account.
- Accounts Receivables - Monitored Receivables regularly and worked with clients and A/R team to increase speed of receivables and prevented interruption of service to clients that lead to an improvement in the financial performance of the company.
- Managed receivables activities such as cash application, sending follow-up inquiries, negotiating with past due accounts.
- Worked and resolved customer queries in relation with invoices by communicating with the concerned Fee Earners, participated in weekly credit control meeting with the Managing Partner.
- Accounts Payables - Verified suppliers' invoices, reconciled statements and arranged timely and accurate processing of payments in accordance with the company's payment strategy, and also arranged advance payments wherever necessary and kept track of it.
- Statutory Payments - Arranged Funds in Advance from clients to pay the statutory payments related to Trademark/Patent/ License Registration/Renewal before the deadline.
- Payroll - Controlled and updated employee records and processed payroll.
- Petty Cash - Managed daily cash expenses and verified and tallied physical cash balance.
- Accounting Vouchers - Prepared, maintained various vouchers and recorded in Leap Accounting software.
- Financial Reports - Assisted Finance Manager in preparing monthly financial reports.
- Secretarial - Performed other secretarial duties related to the Accounting Department.

Accountant cum Secretary, 08/2005 to 07/2008

Al Motabar General Trading LLC – City

- A General Trading company dealing in import and export of porcelain, melamine and stainless steel cookware, crockery & computers and computer peripherals) Job Description: Bookkeeping - Performed daily accounting activities and ensured financial transactions are captured in proper accounts in Tally Accounting software.
- Analyzed and reviewed accounting provisions to ensure expenses are promptly regularized.
- Maintained General Ledger, Trial Balance, P & L A/c and Balance Sheet.
- Purchasing and clearance of shipments - Placed local and overseas purchase orders under supervision and coordinated clearance of Import Shipments and arranged payments through cheques, bank transfer, documentary collection, letters of credit, etc.
- Costing: Ascertained various costs to calculate the sales price of the products.
- Sales - Actively supported company sales team and coordinated sales details and ensured deliveries were carried out as agreed with customers.
- Invoicing - Timely preparation and dispatch of invoices and monthly sales analysis as well as sales reports.
- Cash Management - Managed cash receipts and petty cash expenses.
- Letter of Credit - Assisted in opening of L/Cs, review and follow up on opened L/Cs.
- Bank - Monitored bank transactions daily and performed bank reconciliation.
- Finalisation of Accounts & Annual Audit - Provided monthly and annual Financial Reports to management and liaised with the Auditors.
- AdJessicastration - Provided adJessicastrative and secretarial support in order to ensure the effective and efficient office operations.
- Liaised with Banks, Insurance Agencies, Creditors and Customers as part of day to day operation.

Education

M.Com (Master of Commerce)

University of Kerala

B.Com (Bachelor of Commerce)

Mahatma Gandhi University - Kerala

Certifications

Personal Profile Nationality : Indian *****Driving License : UAE Visa Status : Husband's Sponsorship *****Languages known : English, Hindi, Malayalam Availability : Immediate

Skills

Accounting, Accounting Software, Accounts Payables, accounts payable, Accounts Receivables, accrual, adJessicastrative, adJessicastration support, Trial Balance, balance, Balance Sheet, bank reconciliation, Bank Reconciliation, Bookkeeping, book, c, Driving License, Cash Management, closing, computer peripherals, Credit, Clients, Data Entry, email, English, ERP, Finance, Financials, Financial, Fixed Assets, Funds, General Ledger, Hindi, Insurance, Internet applications, Invoicing, Languages, law, legal letters, Managing, Excel, MS Office applications, office, Outlook, PowerPoint, Word, MIS, MYOB, negotiating, Payroll, policies, Purchasing, QuickBooks, Sales, sales analysis, Secretarial, Sound, strategy, supervision, typing speed, Xpert