

Candida Christina Meyn

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Dubai, United Arab Emirates

Seeking to migrate to Canada for the betterment of my career and family and I believe my skills and experience would benefit to the company as well.

SKILLS

- Masters Degree in Commerce & Accounting-(WES certified).
- 12 plus years experience in Accounting.
- IELTS completion certificate with desired score.
- Good relationship with clients.
- Account Receivable & payable, People management, Customer handling, Accounts reconciliation, Presentation and communication, Planning, Organised, Detail Oriented, Able to prioritize, Aggressive when needed, People skills, Problem solving, Good communication skills, Multi-Tasking.
- Quality oriented and process improvement mindset – I successfully completed a Six Sigma project in enhancement of cash flow in January 2011 which resulted in an annual cash flow improvement of \$500,000 for the company. Following this I was awarded a Yellow Belt certification. Streamlining the processes in order to have the most efficient, simple and convenient processes which will support on timely debt collection.

WORK EXPERIENCE

Accountant - Retail Fashion Division
Al-Futtaim Group, Dubai, United Arab Emirates

Feb'2015-Present

- Monitoring Accounts of Retail outlets for various international brands such as Ted Baker, Bebe, BCBG, Vince Camuto, Sandro, Claudie, Guess, Kate spade, Hugo Boss and Maje so on.
- Handling Accounts payables and receivables of Fashion brands.
- Scrutinizing vendor accounts to ensure there is no delay in payment processing.
- Handling end to end processes in payable accounting.
- Preparing & reporting daily and monthly sales report for management review.
- Monitoring and reconciling all receivable accounts of Retail outlets (Receivable Accounting).
- Co- ordinate with the Area Managers or Store Managers for any discrepancy.
- Ensure approval received from Finance and operation Head, in case of any shortages.
- Liaising with the bank and Store Managers to resolve outstanding queries.
- Reporting to Finance manager and Area Managers on monthly basis for any discrepancies.
- Ensuring that all major accounts work to agreed order to cash cycle.
- Managing relationships with the Area managers in order to reduce risk of discrepancies.
- Co-ordination with Bank reconciliation team for matching and clearing of Recon entries.
- Investigating and resolving queries relating to non-payment of invoices.
- Posting journal entries, performing reconciliations and follow up with bank & stores to rectify the errors.
- Monitoring and ensuring GL accounts day to day transactions are cleared up to date.

Accountant – Receivable
Bridgeway Shipping, Dubai, United Arab Emirates.

Mar'2013- Jan'2015

- Monitoring the debtor balances of customers and ensure there are no delinquent customers.
- Play a vital role in the cash-flow of the organization ensuring credit given to customers is monitored and controlled effectively.
- Allocating payments in accordance with customer remittances.
- Liaising with the sales and accounts receivable teams to resolve queries and disputes.
- Reporting to Finance manager on monthly basis on outstanding accounts.
- Ensuring that all major accounts work to agreed order to cash cycle.
- Managing relationships with the clients in order to reduce exposure to potential bad debt.
- Co-ordination with sales team for matching and clearing of invoices.
- Investigating and resolving queries relating to non-payment of invoices.
- Working to strict monthly and annually collections targets, reconciliations and rectification of errors.

Accountant - Receivable Associate
Ford Motor Company, European Accounts receivables, Chennai, India,

Aug'2011-Sept 2012

- Managing in collection of company debt , to ensure there is no aged receivables.
- Report accounts receivable balance of all business.
- Periodical reconciliation of receivable balances to match with customer's records to identify issues if any and trigger resolution to enable timely settlement of dues.
- Perform Month-end entries.
- Identify areas of concern on receivables.
- Work with Finance head on mitigating risks.
- Develop collection strategy and action to ensure reduction of overdue percentage.
- Monthly reporting to the financial controller on overdue receivables.
- Develop and maintain operating control receivable reports in order to support business team for timely collection.
- Develop dashboard for all credit control areas to provide early warning signals to the business management team for an effective debt management.

Process Specialist - Receivable
Ford Motor Company, European Accounts Receivables

Jan 2010-July'2011

- Monitoring European debtor balances of automobile parts & accessories to ensure positive cash flow.
- Working with Ford dealers and authorized service Centre's, analyzing the root cause for non-payment and reason for disputes.
- Perform month-end entries and assist with Audit queries.
- Presenting bi-weekly meetings with Finance head and European Clients to discuss the issues and disputes related to Britain & Ireland receivables.
- Handling reconciliations of receivable accounts.

Senior Team Member- Receivable
Ford Motor Company, European Accounts Receivables

Sept 2008-Dec'2009

- Collection of overdue receivables from dealers.
- Overall responsibility of dealers' delinquencies.
- Timely reporting to process managers on delinquent customers.
- Ensure the past dues greater than 30 days at less than 1.5 percent, and maintain highest customer satisfaction rating.

Team member- Receivable**Ford Motor Company, North American Accounts Receivables**

July '2007 – Aug '2008

- Screening the allocation of payments.
- Performing analysis on customer's financial credibility.
- Timely releasing or holding of the orders of dealers, Ford authorized distributors and Ford Racing Technologies.
- Handling customer queries, Part of Reconciliation of accounts.
- Upload all cheque receipts into the Odyssey system.
- Screen the cheques and move them to the appropriate queue in the Odyssey system.

EDUCATION

Masters in commerce, Mahatma Gandhi University, India (WES certified) 2005-2007
Finance/ Taxation/Business Management/Cost Accounting

Bachelor in commerce, Mahatma Gandhi University, India (WES certified) 2003-2005
Finance/ Taxation

COMPUTER SKILLS

- MS Word, MS Excel, PowerPoint, Outlook.
- ERP applications- SAP, People Soft Navigation, Documentum, Document Direct, Customer Billing system, EuroVac, Outlook, GAPS, ARIBA etc.

VOLUNTEER EXPERIENCE

First aider 2017-Present
Al Futtaim Group, Dubai, UAE

- Assisting with emergency situations

INTERESTS

Language learning French, Reading, Travelling