

INSAF SHA

Senior Executive - Finance & Accounts

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[LinkedIn Profile](#)

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PROFILE

Results-driven Senior Finance Executive with over 8 years of experience in financial management and accounting across healthcare and insurance sectors. Demonstrated expertise in financial reporting, reconciliation, and audit support.

PROFESSIONAL EXPERIENCE

ASTER DM HEALTHCARE

Senior Executive - Finance & Accounts

June 2014 - February 2020 (Dubai), December 2023 - October 2024 (India)

- Prepare Capital Work in Progress Schedule and Plan for capitalization.
- Prepare Related party and Intercompany reconciliation on monthly basis.
- Prepare quarterly variance analysis files for Profit and Loss and Balance Sheet reports.
- Assist auditors by providing related support.
- Preparing the customer aging analysis report monthly and following up for collections.
- Daily credit card reconciliation for all pharmacies.
- Clearing customer invoices with the remittance details.

NASCO EMIRATES INSURANCE BROKERS

Senior Associate - Finance & Accounts

February 2020 - June 2022 (Abu Dhabi)

- Maintain receivables and payables accounts, updating books in a timely and accurate manner.
- Prepare payments to key insurance companies and send allocation details.
- Vendor and customer reconciliation.
- Monthly bank reconciliation.
- Clearing customer invoices with the remittance details.
- Monitor bank transactions daily for the receipts of premium/commission, ensuring real-time recording

TECHNICAL EXPERTISE

- **ERP Systems:** Microsoft Dynamics AX & D365, Tally, QuickBooks, Iris
- **Financial Software:** Advanced Excel, MS Office Suite
- **Core Competencies:** GL Maintenance, AR/AP Management, Bank Reconciliation

SKILLS

Financial Skills: Account Reconciliation, Ledger Reconciliation, Financial Reporting, Banking Operations

Technical Skills: Microsoft Dynamics, MS Office Suite, Tally & QuickBooks

Soft Skills: Team Leadership, Problem Solving, Time Management

Languages: English (Professional), Malayalam (Native), Hindi (Working Knowledge)

EDUCATION

Master of Commerce - Madurai Kamaraj University, India

Bachelor of Commerce - Calicut University, India

PERSONAL INFORMATION

Date of Birth: 26th August 1990 Nationality: Indian Marital Status: Married