

SAMPATH D.R

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OBJECTIVE

A Finance professional with 9+ years of experience in accounting processes, well versed in financial reporting, expertise in all areas of full cycle accounting, payroll processing, reconciliation of general ledger, budget control, payroll, and cash management Committed to maintaining the highest level of confidentiality, accepting responsibility and organizational skills. Possess outstanding communication, analytical, planning, supervision, time management, and decision-making skills. Proficient with various accounting packages.

EDUCATION

Bachelor of Commerce (B. Com)

Kuvempu University Karnataka

SKILLS

Technical Skills - Financial analysis and modeling, Budgeting, Investment analysis, Financial reporting
Knowledge of UAE Corporate Tax.

Ability to work independently, ability to prioritize tasks, manage ongoing multiple assignments, meet deadlines, and managing team members.

Office Productivity Skills – SAP BUSINESS ONE, Tally, Microsoft Office, XERO, Quick Book

EXPERIENCE

ACCOUNTANT

AL FARES INTERNATIONAL GROUP, DUBAI (OCT'2019 TO PRESENT)

- Verify, allocate, post and reconcile accounts payable and receivable
- Created timely and accurate accounting reports and present them to Finance Manager
- Prepared reports on Outstanding Payables and receivables on weekly basis
- Analyze financial information and summarize financial status
- Direct internal and external audits to ensure compliance
- Experience with general ledger functions and the month-end/year-end close process
- Calculated and Processed monthly payroll, compensation benefits and final settlements to employees after considering deductions and with holdings
- Effectively handled Intercompany transactions and monitored books on regular basis.
- Quarterly preparation of VAT Input and output statement
- Manage balance sheets and profit/loss statement
- Petty cash handling & Staff advance settlement
- Ensure compliance with GAAP principles

FINANCE EXECUTIVE

PIERIAN SERVICES PVT LTD, BANGALORE (FEB'2018 - SEP.2019)

Accounts Payable:

- End to End Knowledge Accounting, from Invoice processing to Payment to vendors, vendor Creation,
- vendor database management.
- Cash Management - Handled Petty cash & Office advances
- Vendor reconciliation

General Ledger:

- Preparation & review of monthly GL schedule & variance analysis report location & Project wise
- Ageing analysis of creditors and following up for open item clearance
- Cash Flow - Preparation of Cash flow(burn) reports on weekly basis
- Vendor and Bank GL restatement
- Responsible for Month end book close - Prepaid, Depreciation, Accrual, Deferred and BRS
- Supporting to Audit of Singapore, UAE & USA clients
- Quarterly preparation of GST and VAT Input and output statement of Singapore and UAE Client.

Accounts Receivable:

- Invoice creation with the reference of SOW (Statement of Work)
- Revenue recognition and accounting
- AR Aging report.
- Unbilled revenue, deferred income, debtors ageing analysis

Working with Clients (Singapore, USA, Dubai & UK clients)

ACCOUNTS ASSISTANT

SIMPLEX TMC PVT LTD, BANGALORE (MAY'2015 – FEB'2018)

- Book keeping of day to day transaction relating to vendor payment and receipt entries.
- Sales Accounting and Purchase Accounting.
- Generating e-Way bill for sales and Purchase.
- Preparing GST output and input statement.
- Reconciliation of Bank and Cash books regularly.
- TDS monthly payment and Quarterly return filling
- Journal accounting like expenses booking.
- Filing of monthly PT, ESI and PF.
- Reconciliation of suppliers accounts.
- Salary entry and reconciliation
- Assisting internal/external auditors with queries
- Chasing outstanding vendor accounts.
- Handling Petty Cash
- Group Company Reconciliation

LANGUAGES

- English (Speak, Read, Write)
- Hindi (Speak, Read, Write)
- Kannada (Speak, Read, Write)

PERSONAL INFORMATION

- DOB – 05.07.1993
- Nationality - Indian
- Visa status – Employment (30 Days' Notice period)
- Marital status- Single