

NILOFAR SHAMNAD

ACCOUNTANT

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ABOUT ME

Accounting Professional with good experience in a target driven environment. Proven track record in consistently and committedly delivering the services which enhance the company's credibility and profitability.

WORK HISTORY

Senior Accountant Cum Administrator 2024- 2025 Ibons General Trading LLC, Dubai, UAE

- Managed Accounts Receivable (AR) and Accounts Payable (AP) processes, including supplier payments, customer collections, and account reconciliations.
- Reviewed daily delivery records, Goods Receipt Notes (GRNs), and tax invoices for accuracy and compliance.
- Prepared and reconciled bank accounts, petty cash accounts and credit card accounts, ensuring all transactions were accurately recorded and properly accounted.
- Oversaw the payroll process and handled VAT registration and compliance in accordance with UAE tax regulations.
- Coordinated and managed interview schedules, confirming and communicating with both candidates and interviewers; supported the onboarding process for new hires, ensuring timely completion of all paperwork and orientations. Managed administrative operations, including vendor coordination, issuance of Purchase Orders (POs) for assets and maintenance, and preparation of Business Development Agreement (BDAs) aligned with company policies. Prepared and issued contracts to customers and vendors, ensuring completeness and proper documentation.

Senior Accountant 2021- 2023 Aswaaq Retail,(GMG) Dubai, UAE

- Reviewed and processed daily financial reports, including cash reporting and postings, ensuring accuracy and compliance with accounting standards. Received and posted payments from banks to customer and vendor accounts.
- Collected and analyzed financial data using Pivot Tables to prepare monthly financial reports; identified unapplied cash and credits, allocating payments to outstanding invoices.
- Ensured timely completion of external bank reconciliations, internal nominal reconciliations, and sales reconciliations; monitored daily cash positions and prepared short- and long-term cash flow forecasts.

EDUCATION

Bachelor Degree in Economics
1996-2000 (Banking & Accounting) University of Kerala, India.

COURSES

- Standard fares and ticketing, Emirates aviation college, Dubai, UAE - Jul 2008
- Diploma in Computer Management ER&DCI, India. Feb 2001-May 2001
- Data Entry and Console Operation ER&DCI, India Aug 2001-Nov 2001

CERTIFICATE

- Certificate of Financial Accounting
- Certificate of Management Accounting (CMA) enrolled.

SOFT SKILLS

- Oracle
- ZOHO
- Microsoft D365
- Financial accounting
- SAP
- MS office

KEY SKILLS

- Data Analysis
- Process Improvement
- Team Leadership
- Problem Solving
- Customer Centric
- Decision Making

- Provided accounting and clerical support to ensure financial transactions complied with VAT regulations; managed VAT registration for the company and its clients, offering proper guidance on VAT compliance.
- Generated financial entries and invoices, processed refunds, reconciled control accounts, and ensured accurate and timely accounting and reporting of transactions.
- Assisted internal and external auditors by providing required documentation, clarifications, and support during audits.

Senior Accountant **2007- 2020**
Emirates Airlines, Emirates, Dubai, UAE

- Conduct collection calls and follow up on past-due payments and skipped invoices; monitor customer account details for non-payments, delayed payments, and other irregularities.
- Review and validate KYC documentation and credit limit forms for all new and existing customers in accordance with company Standard Operating Procedures (SOPs).
- Ensure accurate and timely invoice processing to facilitate smooth month-end closing; review accruals and provisions to support efficient payment processing.
- Reconcile supplier statements to verify correctness, validity and completeness of financial data.
- Verify that business credit card transactions align with the corresponding entries in the general ledger.
- Regularly follow up and resolve outstanding items in compliance with SOP policies; served as a Quality Champion to promote process improvement and operational accuracy.
- Supervise and manage month-end revenue close activities, including preparing journal entries, reconciling data between systems, and finalizing account reconciliations.
- Oversee and review accounts receivable reports, including aging analysis; ensure customer invoices are raised accurately and dispatched promptly as per contractual agreements to support timely collections.
- Coordinate with internal and external stakeholders to resolve disputes, queries, and discrepancies efficiently.

Accountant **2000- 2003**
Muslim Association Model School, Kerala, India

- Receive, record, and account for all school tuition and fee payments accurately.
- Maintain and reconcile financial records to ensure compliance with internal controls and external audit standards.
- Assist in the preparation and distribution of monthly payroll; process vendor service payments upon request.
- Demonstrate initiative and commitment by contributing effort beyond standard working hours when required.
- Support teachers with classroom-related activities, including organizing and supervising small group sessions.
- Provide short-term class coverage in emergency situations.

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil
- Arabic

VISA STATUS

- Spouse

TRAINING

- Fire& Safety office Training
- First Aid Training

AWARDS

- NAJAM awarded by Emirates Airlines for the extra mile work to complete without affecting month end financial closing.
- Awards received for the outstanding contribution to the achievement of Dubai Service Excellence Scheme (DSES) Best Service Performance Brand Awards 2022 for Aswaaq retail. (FMCG)