



AKSHATA ANCHAN

CONTACT

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Dubai, UAE

EDUCATION

Master of Commerce (M.Com)

Mangalore University,
India – 2011

B.Com (Bachelor of Commerce)

Bangalore University,
India – 2008

KEY SKILLS

- Accounts Receivable
- Accounts Payable
- Bank Reconciliation
- Payroll
- Cash Flow
- Budgeting
- Petty Cash Handling
- VAT Filing
- Audit Management
- Financial Reporting

DIGITAL SKILLS

Accounting Software

SAP | Xero | JD Edwards | Tally | Cube | QuickBooks

MS Office

Word | Excel | PowerPoint

PROFESSIONAL SUMMARY

Accountant with 10+ years across Accounts Receivable/Payable, Payroll, VAT filings, and multi-bank reconciliations in the UAE and international markets. Hands-on with Xero, SAP, JD Edwards, QuickBooks, Tally & MS Excel. Known for rigorous reconciliations, clean audits, and high-value collections.

WORK EXPERIENCE

Accountant

Nov 2023 – Present

Life Smoothies International Foodstuffs Trading LLC, Dubai, UAE

DUTIES AND RESPONSIBILITIES

- Managed Accounts Receivables for key hospitality clients (Restaurants, Cafes & Hotels) achieving consistent on-time collections through proactive co-ordination and relationship management.
- Issued monthly SOAs.
- Managed Accounts Payable for both Local & International Vendors,
- Filed quarterly VAT returns.
- Reconciled Banks & intercompany monthly.
- Oversaw end to end Monthly Payroll processing.
- Assisted in Monthly Financial reporting and Audit when needed.

Receivables Accountant

Mar 2022 – Oct 2023

Reckitt Benckiser & Al Seer JV, Dubai, UAE

DUTIES AND RESPONSIBILITIES

- Managed AR for key retail & e-commerce (Amazon, Talabat, Careem).
- Maintained Accounts in SAP (Al Seer) & JD Edwards (Reckitt); ensured accurate receipt matching.
- Sent monthly SOAs, tracked aging, coordinated collections, validated deductions, and calculated rebates per agreements.
- Assisted VAT calculations, AP tasks, and vendor portal manage-

Audit & Account Associate

Mar 2021 – Feb 2022

Elevate Business Solutions DMCC, Dubai, UAE

DUTIES AND RESPONSIBILITIES

- Managed client books in Tally, Cube, QuickBooks & Xero; issued monthly financials and VAT summaries. Prepared external audit reports for Mainland, Free Zone & Professional entities.

Accountant

Jul 2011 – Jun 2013

Cummins Middle East, Sharjah, UAE

DUTIES AND RESPONSIBILITIES

- Managed office cash safe, online banking, petty cash; completed monthly bank reconciliations; supported AP. Controlled receipts and performed compliance checks before postings.

REFERENCES

Mr. Elvino Rodrigues

Sales Manager

Life smoothies International Foodstuff LLC

Ms. Anushree Shetty

Credit Controller - Reckitt Benkiser

Ms. Rashi Mittal

Continental Agricultural

Senior Accountant

Aug 2008 – Mar 2011

Continental Agricultural Equipment Ltd., Lagos, Nigeria

DUTIES AND RESPONSIBILITIES

- Managed monthly Cash & Bank reconciliations. Ran payroll; reconciled inter-branch sales/receipts/stock; prepared monthly stock reports.

ACHIEVEMENT

- Reduced 60 and 90+ day receivables aging by 25% within three months through focused follow-ups and process optimization.
- Delivered on the project for reduction on over 120 day aging receivables.

DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief.

Akshata Anchan