



KAMINI PANDYA

ACCOUNTING & FINANCIAL PROFESSIONAL

20+ YEARS OF EXPERIENCE

CAREER OBJECTIVE

Result-driven accounting professional with deep knowledge of Accounting, Finance Reporting of diverse industries. Possess in-depth experience of managing accounts Payable / receivable operations and strong hold over preparing MIS reports.

EXPERIENCE

ACCOUNTANTS PAYABLE Executive

Dentons & Co

Mar 2016 – Jan 2024

- Reporting to Accounts Manager dotted line to Middle East Director.
- Reviewing, reconciling and booking of vendor payments and processing payments of Dubai, Abu Dhabi and Saudi region.
- Reviewing of staff expenses in Chrome River and processing payments of Dubai, Abu Dhabi region.
- Maintaining Fixed Assets Register- Addition/deletion of Assets, depreciation, passing necessary journal entries.
- Preparing schedules of staff Loan, Prepayments, Budget analysis Report etc.
- Reviewing P&L, passing accruals and adjustment entries.
- Handling monthly bank reconciliation, quarterly Inter company reconciliation.
- Preparation quarterly UAE and Saudi VAT analysis report.
- Preparation of Monthly Saudi withholding tax report and arrange settlement.
- Submission of monthly reports – Regional Management report, cash flow, AP ageing report, staff communication report, vendor analysis report etc.

SENIOR ACCOUNTANT

Louis Dreyfus Commodities

Jul 2013 - Jun 2015

- Reporting to MEA regional Chief Accountant.

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📍 Dubai

EDUCATION

INSURANCE INSTITUTE OF INDIA
Licentiate (2007)

INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
Inter CA (1996)

UNIVERSITY OF MUMBAI
Bachelor of Commerce (1992)

ACHIEVEMENTS

Received 'Shukran' award by 'HSBC Management' for my services to Insurance Companies in the year 2005.

TRAINING COURSES

Business Communication Skills (2011)

Crystal Reports - 9.0 Oracle Program (2003)

Statutory Audit, Tax Audit, Bank Audit, Internal Audit training under CA firm (1993-1997)

TECHNICAL EXPERTISE

Accounting Packages: - Concur, PeopleSoft, Tally, Dac Easy, Quick Books, Eglobal, Policy Master, AX accounting and Elite.

SAP reporting system (Business Object Report), CERES, ITAS, ATLAS

PERSONAL INFORMATION

NATIONALITY

Indian

MARITAL STATUS

Married

LANGUAGES

English, Hindi, Marathi, and Gujarati

DRIVING LICENSE

Valid UAE Driving License

- Handling Sugar, Grains platforms accounting activities - booking receipts, payment, LC payments, Loan payments and analysis of counterparties.
- Monthly processing of MTM journals, Trade Accruals, loan transactions of all the related platforms.
- Liaise with executions for all the open contracts, Unidentified banking transactions and cleaning all the counterparties.
- Booking FX related entries by referring hedging transactions file.
- Reviewing of Balance sheet items regularly and passing corrective entries to reflect correct position of inventories, Loan and LC related transactions.
- Reconciliation of Intercompany transactions, Cash pool accounts and Transit accounts etc.
- Preparing Vessels profit & Loss, Balance sheet and liaising with controllers.

ACCOUNTANT

Credit Suisse AG

Nov 2008 - Jun 2013

- Reporting to MEA Regional Manager dotted line to CFO MENA region.
- Independently managing, controlling and supervising of accounting work and month end activities for MEA region- Dubai, Bahrain, Qatar, Saudi, South Africa, Egypt and Lebanon.
- Liaising with banks for setting up new accounts, Opening of corporate credit card account and solving customer queries.
- Follow up on outstanding report of credit cards with employees and submission of outstanding report on timely basis to HOD.
- Handling month end activities like Bank Reconciliation, P&L review, passing accruals and adjustment entries etc.
- Preparation of quarterly bank charges report on the entire MEA region.
- Involved in successfully setting up various accounting system in the region.
- Reviewing and updating Balance sheet control accounts.
- Successfully handling Management Accounting task of MEA region like presentation of MEA GAP analysis report, Variance in financial report, Time study report, employment cost report etc.
- Submitting feasibility study report to the manager for the setting up newly hub entities in the region.
- Handling intercompany reconciliations and ensuring timely settlement.
- Liaising with department heads in relation to their cost center costs, budget variances etc.

- Provided assistance to the HR department in accounting functions in relation to service benefits settlements.
- Successfully handling AP managerial task in the absence of AP manager.
- Administered deployment task of AP team and assisted the team in completing the tasks at hand.
- Enhancing financial policies and processes and ensuring proper documentation on time to align the policies regionally.
- Handling internal and external financial auditors.
- Providing effective training to the new joiners and deployment team and ensuring smooth functioning of the process.

ACCOUNTANT

HSBC INSURANCE BROKERS LTD

Jul 2003 - Nov 2008

- Reporting to the Finance and all day-to-day accounting activities – Receipts, payments, Journal entries, cash transactions, bank reconciliation, payroll etc.
- Assisting Management in providing various data for Budgeting.
- Preparation of monthly staff salary, benefit allowance calculation and submission of monthly employee cost.
- Maintenance and control of receivables and follow-up with clients for collection.
- Preparation of monthly insurance reconciliation and payments.
- Generating monthly MIS reports like Brokerage report, Debtors analysis report.
- Supervising the intercompany reconciliations.
- Special analysis of any transactions assigned by Management.

ACCOUNTANT

M/s 'Al Hai & Al Mukaddam'

Jul 2001 - Jun 2003

- Managing accounting work single handedly for appx 40 staff includes booking invoices, receipts/payments, reconciliations, LC documents, Payroll, Insurance and Preparations of Financial reports submit to Joint Group Finance Manager.

AUDITOR

M/s 'Joshi K.S' (Chartered Accountants) - India *Oct 1997 - Dec 2000*

- Reporting to the chief Auditor who report to Managing Director.
- Auditing in various sectors – Tax audit, Internal Audit of Public LTD co, Bank audit, export business audit, Tax reports and Tax returns.