



# BHAVYA H.V

ASSISTANT ACCOUNTANT

+971-558016309

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Dubai, United Arab Emirates

## AREAS OF EXPERTISE

- Monthly management accounts
- Budgeting & forecasting
- P&L analyses
- Month end procedures
- Variance reporting
- Computer literacy
- Margin analysis Query resolution
- Reporting & management accounting
- Payroll accounting
- Maintenance of cash and cash books
- HR duties

## PERSONAL SKILLS

- Numerate
- Investigative Pro-active problem solver

## SKILL AND COURSES:

- Tally erp.9
- Accounting software
- Basic Course in Computers ( Microsoft Office, Excel, Word, Power-point and web browsing)
- Hotel PMS (Inspire, IDS, MaakSol, etc.)

## OBJECTIVE:

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes for the organization.

## WORK EXPERIENCE

- Four Apple Hotel Management (Head Office) Dubai, UAE. formerly Pearl Hotel Group Nov 2016 to Mar 2022  
ASSISTANT ACCOUNTANT
- Mahendra Insurance Company(HEAD OFFICE) - Bangaluru, India Sept 2014 to Aug 2016  
ASSISTANT ACCOUNTANT

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

## Duties & Responsibilities

- Maintain books of accounts
- Inventory management
- Invoice management
- Account reconciliation
- Document control
- Mathematical skills
- Budgeting
- Financial administration
- Strong Communication skills
- Effective time management

A) This is my first overseas assignment and my duties as follows

- Recording hotel revenue, outlet revenue which is inside hotel premises and update it on Dubai revenue website.
- Collection of municipality charges and vat @ 5% on revenue of outlets if they don't own their license.
- Revenue analysis and fix profit margin.

- And payment of Tourism Dirhams & Municipality Fee to Dubai Government
  - Recording In and Out of Cash received from Hotels.
- Recording all Utility bills payable.
- Calculations of Hotel Rent and Vat on rent payable and issuing the cheque according.
- Recording all amount payable and amount receivable and follow up of them.
- Maintains F & B inventory detail records & performs F & B event settlements and event income flash report).
- Preparation of F & B faciliy financial statements and supporting schedules.
- Reconcile general ledger account activity, balances A/R and A/P control accounts to detail aging.
- Monitor and mange the hotels overall budget.
- Summarizes cuurent financial status by collecting information, preparing balance sheet, profit & loss statement and others reports.
- Substantiates financial transaction by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Proper filling and documentation of records for certain period.
- VAT tax accountable on monthly basis as per the Government Laws & Norms.

## B) As a Accounts receivable

- 1)Review AR note receivable, cheques under collections GLs and reconcile them with the sub ledgers and ensure that there are no variances.
- 2)Review the AR aging report at the month end and challenge the customers who exceeded their credit limits and credit periods.
- 3)Provide corrective actions plan to the AR receivables controller and set the monthly collections target.
- 4)Forecast the collections over the Next 4 months and reflecting the amount in Cash Flow Forecast.
- 5)Conduct a daily morning meeting with AR controller to review and the daily collection target.
- 6)Ensure the daily collection Target are achieve by 4pm any variance(Uncollected Cheques) must be discussed with the AR controller and the driver and take corrective action.
- 7) Plan the daily working scheduled time which covers.
  - a) Follow up with the customers through email and call, meeting with the customers.
  - b) Update the customers ledgers by posting the customers payments against relevant invoices.
  - c) Reconciliation with customers SOA.
  - d) Obtain balance confirmation from the customers.
- 8) Ensure on daily basis the follow up with the customers for collections.
- 9) Ensure the follow up with the customers happen through email and calls.
- 10)Generate on daily basis a report of net Outstanding customers VS their Credit limit and Credit period which include un-posted customers orders.
- 11)Conduct weekly AR review detailed meeting with FM and AR controller and ensure that there collections are within the set target and no customers are exceeding their credit limits and credit periods.

## HOBIES

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Listerning Music  
Singing  
Dancing  
Watching Historical Movies  
Playing Badminton

## PERSONAL DETAILS

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Date of Birth : 17-02-1993  
Gender : Female  
Nationality : Indian  
Marital status : Married  
Religion : Hindu  
Passport No : X 9774933  
Date of expiry : 14-05-2033  
Visa Status : Husband  
Visa

## LANGUAGES

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English, Hindi, & Kannada

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## C) As a Accounts payable

- 1) Revamp accounts payable function to prioritize payments to vendors, maintain long terms loyalty and aid cash flows
- 2) Analyze financial accounts to provide detailed reports of fiscal health to senior management
- 3) Reconcile & distribute payment to multiple vendors & dispense daily general operating reports
- 4) Track & manage expenditures weekly & schedule future payments while verifying accurately of expenses prior to entering payment stream

## ACADEMIC QUALIFICATION:

B.Com – Bachelor of Commerce  
Bharathiya Smskruthi Vidhya Pita Pre- University  
IIPUC - Pre University Course  
Shantidhama College  
S.S.L.C – Secondary School Leaving Certificate  
Shree Vinayaka Vidhya Kendra School, Bangalore

## DECLARATION:

I hereby declare that the details furnished above are true to the best of my knowledge.

Date :

Place:

Reference: To be provide upon request

**BHAVYAH.V**