



# EK NATH SHARMA

Finance & Accounts Manager

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## CORE COMPETENCIES

Financial Analysis & Control / Reporting  
Accounting & Auditing  
Budgeting / Costing  
Taxation / Payroll  
Letter of Credit (LC)  
Financial Statement  
Receivables / Payables  
Regulatory Compliances  
Team Management  
Value Added Tax (VAT)  
Finalization of accounts

## TECH SKILLS

Iscale, Quick Book Online & Desktop Version,  
Tally ERP 9, Peach Tree/Sage and MS Office.

## EDUCATION

- Master of Business Administration (Finance), Jaipur National University (JNU) | Rajasthan, India, 2020.
- Bachelor of Commerce, North Bengal University (NBU), West Bengal, India, 2015.

## ★ PROFILE SUMMARY

- 10+ years of hands-on experience in providing and interpreting financial information and financial advice and assisting Management for better business decisions with the abilities in identifying business risks as well as implementing effective mechanisms to mitigate them.
- Strong credentials in understanding the organizations' business objectives, thereby developing a specific success metrics and designing the reporting & analysis approaches tailored to their unique needs.
- Self-motivated and goal-oriented with the ability to mentor and motivate teams and facilitate training to achieve performance excellence.
- Fluent in English & Hindi as well as proficient in Nepali.

## CAREER TIMELINE

Nov 2023 - Present | Finance & Accounts Manager  
**Al Fresco HAF Overseas Trading LLC, Dubai, UAE**  
Mar 2021 – Oct 2023 | Senior Accountant  
**MCT Group of Companies, Dubai, UAE**  
Sep 2019 – Mar 2021 | General Accountant  
**Wasit Group of Companies, RAK, UAE**  
Feb 2018 – Jun 2019 | Accounts Manager  
**Summit Hotels & Resorts Pvt. Ltd., India**  
Sep 2015 – Oct 2017 | Accountant  
**Rungta Mines Limited, India**  
May 2014 – Aug 2015 | Junior Accountant  
**Omega Transmission Pvt. Ltd, India**

## CAREER HIGHLIGHTS

- Hands-on experience in defining accounting/costing systems with cash flow/ fund flow management, budgeting, forecasting, auditing, reporting and taxation.
- Strong exposure in developing SOP's and introducing well-defined accounting/costing systems along with internal controls for systematic conduct of business.
- Well versed in overall financial aspects of company strategy, including analysis of figures and implementation based on these findings with the most profitable outcome.
- Expertise in handling whole the company accounts along with cash book maintenance, ledger updates, bank reconciliation, inventory management, treasury management, cash & fund flow statement and finalization of accounts.

## WORK EXPERIENCE & RESPONSIBILITIES

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### **Accounting & Auditing**

- Spearheaded accounting staff to manage cash reconciliations, departmental account statement reconciliations, bank reconciliation, accounts receivable transactions, fixed assets activity, payroll, accounts payable transactions, recording of revenue and expenses activities.
- Reviewed existing systems & procedures and designed internal controls/quality audit checks for various operational areas for achieving higher operational efficiency, resource rationalization and cost reduction.
- Evaluated and reported audit findings and recommended actions to correct unsatisfactory conditions, improving operations, reducing costs and ensuring compliance with applicable requirements.
- Facilitated Letter of Credit (LC) transactions, prepared and reviewed LC documentation, liaised with banks and stakeholders, ensuring compliance with international trade regulations and LC terms and conditions.
- Assisted data-driven decision-making and enhanced operational performance by generating and analyzing MIS (Management Information System) reports, providing valuable insights and strategic recommendations.
- Maintained Fixed Assets register and initiated timely depreciation entries as per Company policy.
- Managed the accounting of purchase voucher/ sales invoice/bank payments/bank receipts and journal vouchers and adjusting against respective invoices/vouchers.
- Oversaw and managed the monthly and annual closing procedures, including the compilation of the balance sheet, income statement and supplementary reports.
- Facilitated the Company's annual audit in collaboration with both internal and external auditors, procured requisite audit documentation.
- Crafted financial statements, encompassing the profit & loss statement, Balance Sheet and statement of Cash Flow, as well as year-end financial reports. Adept at conducting general ledger reconciliations and executing journal entries to maintain GAAP and company policy adherence.

### **Financial Analysis & Control / Reporting**

- Oversaw continuous management of financial systems and budgets, provided effective financial advisory to the Management by instrumentally reviewing the company's systems and analyzing risk.
- Presented a true and fair view of the annual financial position of the company by way of timely preparation of financial statements by completing all accounting standards of the corporation as a whole.

### **Compliance Management**

- Ensured compliance with GAAP and company policies by preparing financial statements, including profit & loss statement, Balance Sheet and statement of Cash Flow, along with year-end financial reports.
- Maintained effective communication links with Clients, Banks and Managers regarding accounts available for monthly reports.

### **Taxation / Payroll**

- Prepared Payroll in a timely and accurate manner by calculating salaries, rate, overtime, bonus, vacation, termination and new hiring's.
- Maintained and updated VAT report on Quarterly basis and contributed to filing quarterly VAT returns on the FTA Portal in accordance with the guidelines set by the Federal Tax Authority of the United Arab Emirates (UAE).
- Used online Personal Banking System of UAE Banks like (ENBD, ADCB, FAB & CBD), for Online Telegraphic transfer, WPS Salary transfer, Utility bill payment, Telecom Bill payment and others

### **Team Management**

- Maintained seamless coordination with finance team, insuring that all accounts responsibilities is handled efficiently and effectively.
- Drove significant efforts in overseeing and coordinating a group of individuals to work together towards achieving common goals and objectives.