

# **CURRICULUM VITAE**



## **Personal Information:**

Name : Monika Kapoor  
Date of Birth : Dec. 18, 1981  
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## **Education & Certification: -**

- 2006 - Passed M.Com from Agra University.
- 2003 - Passed B.COM from Delhi University.
- 1998-Passed Higher Secondary with Commerce, from Haryana Board Bhiwani.

## **Technical Qualification: -**

- 1999 - One-Year Diploma in English Stenography from I.T.I. Gurgaon, India.
- 2000 - One-Year Diploma in Computer Application from E.R.D.C. Gurgaon, India.

## **Computer Literacy:-**

- Presently working in Dynamic 365
- Worked in SAP B1, Sage 50 (Financial Module), Oracle & ERP, Aswaq and Tally 5.4 & 7.2 working knowledge
- Expert using Microsoft office (Mainly using excel i.e., Formulas, Pivot tables etc.)

## **PROFESSIONAL EXPERIENCE SUMMARY**

### **Working as Senior Accountant – AP & AR (Dec'2021 to Present)**

#### **Kuwait Packing Materials Manufacturing Co – Kuwait**

- Monitor company expenditures, including payrolls, invoices, orders, and bills.
- Manage and review the setup of new suppliers including payment terms and banking information
- Review Accounts Payable aging reports and payment requests from suppliers
- Preparing Online Transfer Payment templates for Internal fund transfer, Local and International' s supplier
- Banks, Supplier & Customer's Reconciliation
- Contact customers as needed to ensure payment of outstanding invoices
- Sending Links/Ezpay to customers for due payments
- Preparing Weekly Aging Report for the Management.
- Audit all receipts on a determined schedule to ensure accuracy in accounting.
- Updating inventory count for Auditing purpose.

### **Worked as Senior Accountant – (Aug'2019 to Dec'2021)**

#### **M/s Omar Center for General Trad & Cont. Company - Kuwait**

- Verification of all entries, invoices, reconciliation of accounts payable & receivable
- Booking the expenses in accounting software (Sage 50 & SAP B1).
- Preparing the cheque payments/online transfers/own accounts transfer, link transfer etc. on a daily basis.
- Raising Sales Invoices against the services.
- Verification of Supplier & Customer Ageing Analysis on monthly basis.
- Performing Accounts reconciliation & Bank Reconciliation.
- Maintain fixed assets ledger by updating it with additions, disposals, and transfers of assets
- Manage depreciation schedules on Fixed Assets & reconciled all Fixed Asset accounts.
- Verification and Preparation of Payroll Processing on Monthly basis & Salary Reconciliation.
- Prepare Salary Increments and retroactive pays, if any as per Management
- Calculate of Full & Final Settlement for employees as per the Kuwait labor law
- Assisting in preparing a trial balance, income & expenditure, reconciling entries.
- Assistance with the chief accountant during the audit process.

### **Worked as Senior Accountant - (June'2015 to July'2019)**

#### **M/s Gulf Trader Gen. Trading & Contracting Company**

- Proficiently handle full-cycle Accounts Payables & Receivables
- Bank Reconciliation & solving the unreconciled items on monthly basis.
- Data Entries/ Verifications like purchase, sales, JV, PV etc. on daily basis
- Tracking of Petty cash, cash flow & stock reconciliation.
- Preparation of monthly Sales Report
- Maintaining Monthly Payroll process & Leave Salary Process
- Responsible for Month end activities and closing of books every month within the time line

### **Worked as an Accountant - (May'2013 to May'2015)**

#### **M/s Landmark Central Market Co. W.L.L. - Kuwait**

- Updating HR databases (New hires, separations, vacation and sick leaves)
- Maintaining Monthly Payroll Process & Leave Salary process
- Release of Full & Final Settlement for employees
- Maintaining Cash Flow & preparing **Funds Transfer Letters for bank**

### **Worked as an Assistant Accountant - (May'2010 to April'2013)**

#### **M/s BMA Int'l Group (Gulfmart Supermarket) -Kuwait**

- Collecting & updating all invoices and obtaining approval for payment.
- Responding to vendor's inquiries.
- Documenting all accounts payable transactions.
- Preparing Suppliers Reconciliation
- Verifying & updating Daily Sales in System
- Maintaining day to day petty cash of the organization

### **To Whomever It May Concern.**

Continuous growth & challenges are the driving forces of my career. I always look forward to a working environment that is creativity stimulating and provides me ample opportunity to test my physical and mental capabilities.