

CONTACT

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Dubai, United Arab Emirates

EDUCATION

Master of Business Administration (Finance)

- Suresh Gyan Vihar University, Jaipur, India – 2021

PE-II (Accounting Module)

- Institute of Chartered Accountants of India – 2007

Bachelor of Commerce : (Accounts & Finance)

- Mohanlal Sukhadia University, Udaipur, India – 2005

PERSONAL PROFILE

Having worked in **international environments** across the UAE, India, Russia, Botswana and Belgium, I bring strong intercultural awareness and the ability to collaborate effectively with diverse teams. I value **structured work**, **reliability** and **open communication**.

I am looking for an environment where I can contribute my accounting expertise, international experience and analytical mindset while supporting the development of teams.

DIVYESH DAVE

PROFESSIONAL SUMMARY

Dubai-based Accountant with 15+ years of international experience in accounting, accounts receivable, reconciliations, reporting, compliance, and audit coordination across the UAE, India, Russia, Botswana, and Belgium. Experienced in multi-currency environments, payment follow-ups, transaction monitoring, bank reconciliations, VAT compliance, and monthly reporting. Strong Excel and ERP user with a structured approach to billing support, receivables control, collections monitoring, and process accuracy in fast-paced multinational businesses.

PROFESSIONAL EXPERIENCE

05/2023 - Present **MANAGER – ACCOUNTS & COMPLIANCE**

At African Gems FZCO, Dubai, UAE

- Manage accounts receivable and accounts payable processes for international trading operations in a multi-currency environment.
- Monitor customer balances, follow up on outstanding receivables, and support timely collection and cash flow control.
- Record, review, and reconcile daily financial transactions, including bank reconciliations and payment tracking.
- Prepare monthly management reports, reconciliation schedules, and supporting reports for leadership review.
- Coordinate with banks, auditors, and tax advisors to ensure accurate reporting, VAT compliance, and audit readiness.
- Support period-end closing, documentation control, and process discipline to reduce errors and improve reporting accuracy.
- Monitor financial controls and compliance procedures, including AML-related financial risk checks.

06/2022 - 02/2023 **SENIOR ACCOUNTING MANAGER**

Gajera Group – Laxmi Diamonds Pvt. Ltd.

- Supervised accounting operations including accounts payable, accounts receivable, and general ledger management.
- Prepared monthly financial reports and supported management with financial analysis and reporting.
- Managed account reconciliation processes, ensured data accuracy.
- Coordinated financial documentation and reporting across internal departments.
- Ensured compliance with taxation regulations and financial reporting requirements.
- Managed full-cycle accounting processes including bookkeeping, AP/AR, and financial reporting.
- Prepared financial statements and management reports for executive decision-making.
- Monitored company expenses, budgeting processes, and cost control initiatives.

DIVYESH DAVE

LANGUAGES

- English – Professional. (IELTS Band 7)
- Hindi – Native
- Russian – Conversational
- German – Learning

CORE ACCOUNTING SKILLS

- Financial Accounting
- Accounts Payable & Accounts Receivable
- General Ledger Multi Currency Accounting
- Financial Reporting/IFRS
- Bank Reconciliation
- Financial Statements Preparation
- Billing & Invoicing Support
- Cash Flow Monitoring
- Audit Preparation & Compliance
- VAT & Corporate Tax Compliance
- Stakeholder Coordination

CERTIFICATIONS

- UAE **Anti-Money Laundering** Compliance Certification – KHADA (UAE)
- **Information Technology Training** – Institute of Chartered Accountants of India
- **Computer Technology Certification** – Vidhya Bhavan Polytechnic College

TECHNICAL SKILLS

- Advanced Microsoft Excel
- QuickBooks
- Tally
- ERP Systems
- MS Office Suite

- Coordinated with external auditors and financial consultants.
- Supported financial operations for international business activities in India, Dubai and Belgium locations.

EARLIER PROFESSIONAL EXPERIENCE

07/2019 - 10/2021 **ACCOUNTING & FINANCE MANAGER**

Finestar Group / Eminent International DMCC

- Managed financial accounting and reporting activities across international operations.
- Oversaw bookkeeping, financial statements preparation, and bank reconciliation.
- Supported financial compliance, budgeting, and audit preparation processes and banking-finance operations.
- Timely reporting of VAT, Corporate Tax and other compliances.
- Preparing Management report on monthly and quarterly basis.
- Controlling and supervising of team and general administration.

10/2018 - 03/2019 **ACCOUNTING & ADMINISTRATION MANAGER**

M.Suresh Vladivostok LLC, Vladivostok (Russia)

- Short Term Project Handling - Business Setup project in Russia
- Tax Registrations and compliances
- Business Registration and legal documentation
- Capital Accounting and Project Management

04/2011 - 08/2018 **ACCOUNTING MANAGER**

KGK Group Mumbai (India) & Yakutsk (Russia)

- Managed accounting operations including financial reporting and compliance.
- Coordinated financial reporting activities across international business locations.
- Prepared financial statements and supported audit processes.

12/2007 - 03/2011 **ACCOUNTANT & TAX CONSULTANT**

Divyesh Dave & Associates, India

- Provided accounting and tax consulting services for small and medium-sized businesses.
- Prepared financial statements.
- Tax Return Filing and Audit Preparation

01/2005 - 11/2007 **ACCOUNTING, TAX & AUDIT ASSISTANT**

Punjawat, Pokharna & Hiran, CA's – Udaipur

- Assisted with accounting, auditing, and tax return preparation.
- Supported financial documentation and compliance processes.
- Accounting and Bookkeeping of multiple clients.