**UMAR**

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**Professional Summary**

To join in an organization that will recognize and utilize my skills fully and offer me a position requiring innovative and creative ideas where continuous growth and learning are way of the life. Highly analytical, results – driven tax accounting specialist who works quickly and accurately under tight deadlines. Extensive knowledge of **PEACH TREE, TALLY**. Detail – oriented with **4** years effectively maintaining accurate accounting information for large – scale financial organizations. Seasoned **A**ccountant with a track record of dependability and a reputation and integrity. Desire a challenging role as Accountant. Resourceful Accounting Professional excelling at designing efficient quality control procedures and maintaining reports to present to senior management. Enjoys being part of a dynamic team.

**Work History**

**Accountant**

**CRUSHERS HOUSE EST** – Riyadh, Saudi Arabia (2015 to Current)

* Maintaining accounts till finalization.
* Analysis and process invoices received through PEACH TREE / AL – AMEEN ACCOUNTING SYSTEM / OPT / CITRIX / CI Files for payments.
* Maintaining entire Accounts, giving Economic Situation of the organization to higher level management on pro rata basis.
* Processing, recurring invoices for the council bills.
* Having an excellent working knowledge of funding Products.
* Comprehensive knowledge of Accounts, Banking and Administration.
* Handling entire Payroll of the organization.
* Preparing Tenders and Contracts to develop the business in a Profitable manner.
* Modified a comprehensive financial reporting package to reflect growing organizational complexity.
* Maintaining integrity of general ledger, including the chart of accounts.
* Generated financial statements and facilitated account closing procedures each month.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Meeting customers on our premises to discuss their requirements.
* Maintaining good relations with our customers and suppliers.
* Got appreciations from client and senior management for maintaining work TAT & completing of target within stipulated period.
* Ensuring selection of right vendors for the Requested Materials by Client & ensure Correct and Timely procurement of required materials.
* Out Source new suppliers for different commodities, Maintain Supplier Data Base and administers vendor performance to evaluate the best suppliers with respect to delivery performance, pricing and quality of materials supplied etc.
* Arrange freight for import of the shipment & process customs clearance documents
* Provide status reports to management on overall sales/purchase for material.

**ACCOUNTS ASSISTANT(2013 – 2015)**

**THE NILGIRIS**

* Prepare, examine and analyze accounting records, financial statements, and other financial reports to assess to accuracy, completeness and conformance to reporting and procedural standards.
* Working with journals, sales & purchase ledgers and spreadsheets.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Review employee expenses and make reimbursements
* Maintaining Bank transactions.
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits.

**Management Competencies**

* Having an excellent working knowledge of Asset Management and maintaining the records.
* Comprehensive knowledge in management sector.
* Proficient in assisting accounts personnel with locating and reconciling data.
* Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
* Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities
* Promoted organization’s programs such as warranty sales, score-card, and private label credit card alike.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Fulfilled the company’s defined customer experience by maintaining a friendly and customer focused approach.

**PERSONAL:**

* Able to handle the responsibility provided.
* Tackling issues and problems in a practical and logical manner.
* Can plan and organize work unsupervised.
* Flexible in working hours and willing to travel.

**Education**

* Master Of Business Administration –NIBM, 2016, Major: Finance
* Bachelor of Commerce, The New College, 2014, Major: Commerce
* Bachelor of Hindi, DakshinaBharath Hindi Prachar Sabha, 2011, Major: Hindi
* English Typewriting Junior Grade
* MS Office package, PGDCFA (TALLY ERP 9.0)

**Skills**

* Peach Tree Accounting Software.
* Al Ameen Accounting System.
* MS Office Package, PGDCFA (TALLY ERP9.0)
* Citrix
* Central Image
* One Page Tool
* Flex English Typewriting

**Languages**

Arabic, English, Hindi and Malayalam.

**Personal Information**

**Date of Birth** : 05/05/1993

**Nationality**  : Indian

**Religion** : Islam

**DECLARATION**

I hereby declare that the above given details are true to best of my knowledge and expecting a positive reply under your kind consideration.