Noorul

Noorul.215474@2freemail.com

**ACCOUNTANT/ACCOUNTING ASSISTANT**

**OBJECTIVE:** To be able to land a job that will provide personal & professional growth and advancement which in return benefit the institution I am serving.

**SKILLS AND ABILITY:**

* Possess excellent knowledge in performing accounting works such as Balance sheet reporting, Assets scheduling, Accounts payable and Bank Reconciliation.
* Excellent in working on TALLY-ERP 9, PEACH TREE& ORACLE accounting software.
* Skilled in using MS Word/MS Excel.
* Typing speed 60WPM.
* Excellent communication skills & Client engagement skills.
* Possess skills to work independently with less supervision.
* Efficient and effective in time management and organizational skills.
* Excellent team player and active in employee engagement activities.

**WORK EXPERIENCE:**

***ACCOUNTS EXECUTIVE designated as SENIOR PROCESS ASSOCIATE***

Accenture> Services India Pvt. Ltd

Pritech Park SEZ, Block 7

Bangalore - 103. Republic of India

Ph: 080 4315 0000.

Oct 10, 2012 to  Mar 07, 2014

**Job Description**

* Invoice Processing.
* Direct interaction with Client and recording daily invoice volume & assignment.
* Vendor statement reconciliation and finding discrepancies.
* Check/EFT accounts reconciliation on a daily basis.
* Tracking of invoices on hold and reporting.
* Debit balance recovery.
* Team huddles, updating huddle boards**.**
* Vendor database management.

***ACCOUNTS ASSIST designated as JUNIOR ACCOUNTANT***

Ashtel Communications LLC DUBAI

Raheja Complex building

Ritchie Street, Mount Road

Chennai-02, Republic of India.

August 16, 2011 to August 18, 2012

**Job Description**

* Invoice Processing.
* Voucher entries for Sales, debit & credit balances etc on Tally-ERP 9 on a daily basis.
* Preparation of all accounting transactions in MS- EXEL and reporting to higher management through emails on daily basis.
* Reconciliation of Inter-company accounts on fortnightly basis.
* Preparation of Monthly Fixed Assets schedule and reporting.
* Reconciliation of Customer and Vendor accounts on fortnightly basis.
* Documentation of all accounting entries on a daily basis.
* Stock audit on monthly basis and analysis on discrepancies.
* Yearly adjustments on Bad debts and Depreciation from the Balance sheet.

**AWARDS AND RECOGNITIONS:**

* Received **Summit** award once from Accenture for high performance at work.
* Compeered ‘**Best Manager’** event held in College.
* Recognized by the Client DHL for excellence in service delivery.
* Participation in people engagement activities held in past organizations.
* Appreciation emails and calls from Clients on numerous occasions.

**ANNUAL INTERNSHIP PROJECT:**

A Study on ‘The effectiveness on Client activation’ at Edelweiss Sharing Broking Ltd from Dec 2010- Feb 2011.

**COURSES UNDERGONE:**

* C, C++ Software languages from training institute.
* Computing and English communication training.
* Various office maintenance courses at Accenture.

**EDUCATIONAL BACKGROUND:**

**MASTER IN BUSINESS ADMINISTRATION**

MEASI Institute of Management

Affiliated to The University of Madras

Royapettah, Chennai, Republic of India.

2009-11 with 72%.

**BACHELOR OF SCIENCE IN ELECTRONICS**

Mohammed Sathak Arts & Science College

Affiliated to The University of Madras

Shollinganallur, Chennai, Republic of India.

2006-2009 with 73%.

**SECONDARY**

Oriental Higher secondary school

Calicut, Republic of India.

2004-2006 with 82%.

**PRIMARY**

Malabar Central School

Calicut, Republic of India.

1992-2004 with 74%.

**DECLARATION:**

I confirm that the information provided above is true to the best of my knowledge and belief.