**SAIYED**

**SAIYED.273866@2freemail.com** **RESUME**

**BUSINESS ASSOCIATE**

Aspiring for senior level assignments as Human Resource, Accounts & Payroll Manager in Accounting Operations, with an organization of high repute preferably in Education, FMCG, Travel & Health Services

**SYNOPSIS**

* Achievement oriented professional with **over 35 years** of rich & diversified experience in Business Development, Finance & Accounts
* A strategist cum implementer with recognized proficiency in spearheading operations/ business with an aim to accomplish desired plans and targeted goals successfully
* Proficient in formulating budgets, implementing systems/procedures, conducting ageing analysis, preparing key reports to exercise financial control and enhancing overall efficiency of the organisation
* Demonstrated excellence in managing the unstructured set up in refined and improved version
* A strategic planner with expertise in revamping existing systems & procedures, preparing business continuity plans, designing internal control systems and facilitating effective decision-making
* Keen analyst with good negotiation and relationship management skills and abilities in liaising with banks, financial institutions and other agencies
* An effective communicator with excellent relationship building, leadership and mentoring skills
* Cash Management (Receipt/Payment working and supervision)

**CORE COMPETENCIES**

*Budgeting / Business Planning*

*Business Development*

*Financial Planning & Control*

*HR Operations*

*Administration*

*Payroll Management*

*Accounts & Finance*

*Liaison & Coordination*

*Team Building/Leadership*

***Business Development: Education & Banking Industry***

* Identifying and developing new streams for long-term revenue growth and maintaining relationships with customers to achieve repeat/ referral business
* Establishing & implementing the short and long range goals, objectives, policies and procedures

***Finance & Accounts*:**

* Maintaining statutory books of accounts viz., General ledger, Cash book and Subsidiaries in compliance with time & accuracy norms, SAP & ERP on job experience on CMRPS for 5 years
* Implementing and supervising general ledger and financial reporting processes and on time compliance of accounting standards. Ensuring controls on creditors payment & statutory dues and audit for 5 years

***Recruitment / HRM*:**

* Managing modern HR systems with deftness in maintaining harmonious relations among management and workers through efficient administration
* Overseeing the complete gamut of tasks involved in recruitment including sourcing, screening, short-listing the resumes, scheduling & conducting interviews and negotiating salaries
* Customization & Implementation of Payroll System for 1000 employees ( ERP-CMRPS)

***Team Management*:**

* Managing various tasks including manpower planning and coordinating with the teams
* Leading and motivating the team of 11 subordinates to achieve pre-set targets

***Extra Curricular Activities*:**

* Junior Air wing NCC Certificate, National Physical Star One Certificate and College Captain of Hockey Eleven. Many Athletic Excellence Certificates
* Captain of Cricket Team and General Secretary of Union Bank Sports Club for several years
* Playing member and Asstt. Secretary of All India Sheesh Mahal Cricket Club for Ten years

**WORK EXPERIENCE**

**More than 25 years association with Islamic Research & Publication, Nadwatul Ulema, Lucknow, as Proof Reader, Cartographer, Dust Cover Design and Printing. My father rendered above 40 Urdu Books and score of leaflets by Maulana Abul Hasan Ali Nadwi into English and I took care of Proof Reading till final proof.**

**Apr’ 76 – Jan’ 01: Union Bank of India, Lucknow as CTO**

**Aug’ 04 – Jan’ 15: Integral University/Medical College, Lucknow as Sr. Accountant**

**Feb’ 15 – Till Now: Natura BioScience, Lucknow as Platinum Business Associate**

**Sep’ 12 – Till Now: Herbalife, Lucknow as World Team Leader Associate**

**Oct’ 98 – Dec’ 14: Amway, Lucknow as Silver Associate**

**Presently associated as an Independent Distributor of Samidirect Health Care for patented Supplements**

***Key Result Areas: 10 Years at Integral University & Medical University, Lucknow.***

* Developing relationships with key decision makers in target Market for business development
* Interpreting key market trends and patterns to identify opportunities from a range of information sources.
* Networking with prospective clients, generating business from the existing accounts and achieving profitability and increased sales growth
* Delivering presentations / seminars & product promotion schemes to the prospective clients
* Managed account’s computerization of manual operations, student’s admission & fee management, salary management, personal loan/ advances, audit and bank reconciliation with customized software developed with an outside agency
* Prepared payroll on MS excel for 700 plus staff (before computerization)
* Managing, supervising hospital revenue collection, MRD supervision, purchase of stationary, medicine and payment of patient diet, blood bank, stationary, medicine & petty cash, outsourcing services and MBBS admission
* Preparing submission data of medical faculty for medical college approval to Medical Council of India for MBBS approval
* Performing the key role of developing & validating business plans & commercial strategies for maximizing profitability & revenue generation in line with corporate goals
* Overseeing the preparation of MIS, monthly Balance sheet and Profitability statement
* Recognizing, analyzing, recording and presentation data of organizational transactions occurred in the manner required for management, auditors, banks and other outside authorities interacted
* Ensuring close monitoring on bank limit, receipts and remittance including the foreign currency sales/ purchase, various projection of profit/ cash as per requirement of top management
* Conducting Cash and fund flow analysis and monitoring /control, financial planning and control, profit planning, expenditure budgeting, policies and control thereof for all the divisions
* Formulating policy and process for all the departments, implementing control points and allocating to the team for day to day control

***Highlights across Tenure: 25 years at Union Bank of India, Lucknow*.**

* Recruitment was done in a shabby manner and joining staff have to stay at Lucknow for several days to complete formalities and their regional interest while posting were overlooked. I used to call 10-20 candidates daily and their formalities were completed and handed over their appointment letters the same day with posting nearest available place of residence, which was appreciated by the Zonal Head.
* Transfer Diary introduced to fill up vacancies on request which considerably reduced Industrial Disputes.
* Cash management (receipt/payment) supervising and handling at Agra Main Branch.
* Salaries were paid through suspense account; I made payment through debiting Central Office Salary accounts on the last day of the month as prescribed which was first in several years.
* Established, run and managed Union Bank Sports Club, recognised by Bank’s Sports Control Board, Head Office, Mumbai as General Secretary/Treasurer/Vice President and also as Captain of Cricket Team for more than five years.

**Presently working temporarily at Elite Printers, Lucknow, as Content Editor & Proof Reader** **since Oct 2015 No notice period required in leaving this Temporary Job.**

**EDUCATION**

* **Master of Arts** from University of Lucknow in 1975 in Literature, Urdu
* **Bachelor of Arts** from University of Lucknow in 1973 in Major Subject - **Economics**.
* **Cleared Computer Competency Exam for Promotion as CTO.**

**IT SKILLS**

* Well versed with:
* Windows OS and MS Office Suite
* SQL Server based Accounting / Admission/ HR / Payroll Software Implementation/working
* Supervising and working experience of Computer working for more than 20 years
* Active and working Team Leadership for more than 10 years.
* In Charge of Accounts/Purchase/Receivable/Payable/ at a private University for 10 years.