**SYED**

[**SYED.300018@2freemail.com**](mailto:SYED.300018@2freemail.com)

**Career Objective**

To seek a suitable position in **Accounts** department as a managerial level executive, where I can effectively utilize my skills, knowledge and experience in its best ethics to the growth of the business organization and myself

**Profile Summary**

* 14 years **experience** in the field of Accounts, Audits, Finance and Tax system.
* Accounts Operations, Banking & Payroll Management
* Currently leading the team of financial department.
* **Master in Commerce {M.Com}, Master in Business Administration {M.B.A} (Specialization Finance & HR)**
* **Proficient in ERP packages like computerized accounting software Tally, DTP, DCA and Office Applications**
* Flexible to work with any software
* Responsible for Preparation of Periodical Reports
* *Have fluent communication skills in English*
* Well organized skills in Administration
* Expert in handling people of diverse state with high degree of cultural sensitivity and an excellent team player.

**Employment record in BAHRAIN {GCC} 4 Years**

* REDMACK INDUSTRIAL SERVICES W.L.L. (Mannai Group of Companies).

Designation: Accountant

Duration: March 2008 to September 2009

Kingdom of Bahrain

* M/s. ASHEERA CONTRACTING EST (Construction & Manpower supply Company).

Designation: Accountant

Duration: July 2004 to August 2007

Kingdom of Bahrain

**Employment record in INDIA (10 Years)**

Designation: Accountant

Duration: October 2009 to 15-July-2016

Ramanagar District – 562159, Bangalore (INDIA)

* M/s. A.S.Carriers Pvt Ltd.

Designation: Assistant Accountant

Duration: July 1998 to December 2002.

Ramanagar District – 562159, Bangalore (INDIA)

**Roles & Responsibilities:**

**Accounts Operation:**

* Control, monitor and analyze the financial activity and result.
* Evaluate and control the capital expenditures.
* Direct and manage the accounting staff.
* Produce accounting periodic statement.
* Reconciled cash account to bank statements and general ledger balance for current & previous month.
* Control Departmental cost and monitor departmental sales revenue.
* Budget and forecast departmental sales and expenses.
* Establish and maintain accounting and credit policies.
* Ensure smooth operation and acceptable accounting procedure.
* Ensure all transaction are reported and processed.
* Maintaining & handling all books of Accounts, Salaries and Project reports of the Company by manual book keeping as well as Computerized Accounting
* Liaise with banks regarding preparations & amendments of Bank Guarantees.
* Manage and Verify accounts payables, Vouchers and Invoices
* Verification of accounts payable during the period
* Manage and verify all kind of receivables including discounts, bad debts etc.
* Report to the management on receivable dues & collections
* Maintaining the records of Employees and Clients
* Scrutinize inter-company transaction & reconcile
* Maintain fixed asset register
* Organize inventory valuation
* Verify assets & liabilities
* Assure that, closing all books of accounts / Ledgers on Monthly basis and generate all Corporate Financial Reports including Trading Profit & Loss Account and Balance Sheet from ERP package.

**Accounting Skills**

* Tally ERP 9
* MS Office (Advanced Excel)

**Academic Qualification**

* **Master of Business Administration (M.B.A) – Finance & Human Resource** from Periyar University. Chennai. India.
* **Master of Commerce (M.com) – Accounting** from KSOU, Mysore University. Karnataka. India.
* **Bachelor of Commerce** **(B.Com)** from Bangalore University. Karnataka. India.

**Computer Certifications**

* Certified in Computerized Accounting Tally ERP 9
* Certified course in Office Automations
* Diploma in Computer Application
* Certified course in Desktop Publishing

**Communication Skills**

* English, Urdu & Hindi (Fluent)
* South Indian languages
* Arabic (Beginner)

**Personal Details**

* Date of Birth: 01.03.1975
* Marital Status: Married
* Nationality: Indian
* Religion: Islam