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| **36549 SALMAN az** |

**SALMAN**

**CMA USA, B.Com**

**Email:** [**SALMAN.314566@2freemail.com**](mailto:SALMAN.314566@2freemail.com)

**Executive Profile**

* Certified Management Accountant- **CMA USA**
* Having **Three Years Experience In Accounts And Finance.**
* Proven ability in recommending measures for process improvements, monitoring outstanding issues and resolving at the earliest possible time.
* Advanced experience in various functions such as **Cost Center Management, Payroll Management, Reconciliation and Customer & Vendor Management.**
* Demonstrated ability in ensuring adherence to quality, service level agreements and compliance parameters.
* Well in working in a computerized environment with strong work experience in **Excel and Tally.**
* Many Office Automation Works Done For Clients On Part Time Basis.

1. **Core Competencies**
2. **Cost Center Management - Reconciliation – Payroll Management**
3. **Cash Flow Forecasting - MEC Reporting**
4. **General Ledger – Fixed Assets – Variance Analysis - Customer & Vendor Management**

**Professional Experience**

**Wales and Co (Thrissur) May 2013 to May 2015**

**(1 Year and 1 Month)**

**Associate- - Finance and Accounts**

* Preparation of Annually, Quarterly, and Monthly Financial Statements and Reports.
* Voucher and other Financial Statements checking And Recording the Errors for Rectification.
* Stock Auditing.
* Verification of goods and invoice receipt report.
* Managing Petty Cash Book and Record transactions.

**Acumen Business Solution (Cochin)** **June 2014 to March 2016**

**(1 Year and 10 Months)**

**Junior Financial Analyst– Management Information System Reporting**

* Mapping Client’s requirements and coordinating in developing, implementing processes in line with the guidelines specified by the senior management.
* Invoice posting & approving by tracking the price of products.
* Contacting vendors when variance identified with the invoices.
* Maintaining Internal and External Mail Functions.
* Handling the weekly governance call with client and update the progress of the project.
* Documented and prepared reports on MIS and presented to the program manager.
* Preparation of Process Documentation.
* Entering & generating sales orders into the system and updating the same in the share point database & tracker.
* Managing customer database.
* Balance Sheet and Other GL Reconciliations.
* Preparing Aging report and follow ups on weekly basis.
* Monitoring & clearing the Aging tickets by regular follow-up with the customers.
* Preparation of monthly project status report and presenting to the customer.
* Regular contacts with suppliers to for smooth functioning of order processing.
* Resolving Adhoc Requests.
* Monitored and Recorded Company Expenses.

**ACHEVEMENTS**

* Implemented Many Continuous Improvement Programs like Creation of Documentations of the process, developing various Excel Trackers and developed various Controls tools which results process more effective and efficient.
* Developed Many Excel which helps to eliminate many manual mechanical works.

**ACADEMIC CREDENTIALS**

**Certified Management Accountant –** Institute of Management Accountants, NJ, USA

**Master of Commerce –** Annamalai University **–** Pursuing.

**Bachelor of Commerce –** Calicut University – Passed in First Class.

**Higher Secondary-** Board of Higher Secondary, Kerala – Passed in First Class.

##### **SSLC -**Board of Education, Kerala – Passed with Distinction.

**Software Skills**

M.S Office: Proficient

Tally ERP: Proficient

Quick Book: Moderate

**PERSONAL INTRESTS**

* Travel
* Learning New
* Biking

**Personal Details**

****

 Date of Birth : 06-08-1992

 Gender : Male

 Marital status : Single

 Nationality : Indian

 Language Known : English, Hindi and Malayalam

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 Date of Expiry : 03-10-2021

**declaration**

I hereby certify that the above given information’s are true and correct to the best of my knowledge and believe.

Place: Dubai

Date: