****

**SYED**

[**SYED.318659@2freemail.com**](mailto:SYED.318659@2freemail.com)

**Objective:**

Seeking a challenging position in the profession of finance & accounts where I can utilize my professional skills educational qualification & experience to achieve the goals of your organization.

**Educational Qualifications:**

* Master of Business Administration - M.B.A in Finance and HR from Osmania University, India
* Bachelor of Commerce - B.Com Computers from Osmania University, India
* Intermediate – Vivekananda Junior College
* Schooling – Sri Vidya Model Sigh School

**SAP FI CO:**

**Training Institute: LCC INFOTECH**

**SAP FI CO Skills:**

|  |  |
| --- | --- |
| * Configuring of General Ledger Accounting | * Accounts Payable |
| * Integration of FI with MM and SD | * Accounts Receivable |
| * Asset Accounting | * Banking |

**Knowledge in:**

* Knowledge in the ASAP Methodology
* Creation of company, company codes, business area, functional area, business consolidation area.
* Defining Fiscal year variant, Posting periods, Maintaining Field Status Variant and Posting Keys
* Tolerance groups, Creation of G/L Masters Document types and number ranges
* Creation of Customer/Vendor Accounts Groups, Number Ranges, and Customer/ Vendor Masters
* House banks and Cash Journals
* Configuring Automatic Payment Program and Dunning for Vendors/Customers
* Configuring Chart of Depreciation, Depreciation Areas and Depreciation Keys
* Creation of Asset Classes, Asset Number Ranges, Account Determination, and related settings
* knowledge in working with posting validations, substitution rules

**Accounting Skills:**

* Tally ERP 9.0

**Computer Skills:**

* Microsoft office (Word, Excel, Power-point, Access)
* Microsoft WINDOWS: 2003, 2007, XP Professional & Vista
* SQL

**Work Experience:**

Worked as Admin & Accounts Assistant in Vivekananda Degree & PG College, Hyderabad from June 2015 to October 2016.

**Job Role:**

* Attaining the correspondence emanating from the Principal and circulating them as per her instructions.
* Handling all incoming emails & distribution of the same to the respective departments / persons.
* Prepares and maintains efficient filing system (hard copies & electronic) for easy and quick retrieval.
* Maintaining employee’s records from date of joining to exit, recording attendance, overtime, payroll and grievance issues.
* Handle payroll administration.
* Handling all leave applications (Earned leave, sick leave maternity leave etc).
* Assessment of material requirements from time to time and approach concerned authority to produce them well in time, so that the work/requirement of the department is not adversely affected.
* Upgradation of formation of office automation equipment’s, Software, Hardware, Peripherals, Consumable, Printer and Plan Stationary and Procurement as per the instruction of Manager.
* Knowledge of general accounting transactions.
* Summarizes and prepares current financial status/reports by collecting information; preparing balance sheet, profit and loss statement, and other reports needed.
* Managing petty cash transactions.
* Handles Accounts payable and receivable of the company.
* Organize and maintain financial records.
* Expert in Tally software.

**Professional Traits & Strengths:**

* Fast learning capability of any new cutting edge technology.
* Strong Interpersonal & Excellent Intellectual skills.
* Adaptive to any situation & any environment.
* Good Communication Skills
* Positive attitude.
* Hard working.

**Personal Profile:**

.

Date of Birth : 08-01-1992

Place of Birth : Hyderabad, India.

Languages known : English, Urdu, Hindi

Marital Status : Single

Date of issue : 10-10-2013

Date of Expiry : 09-10-2023

Visa Status : Visit Visa

Date:

Place: