 ***Shaikh***

<Sheikh.332286@2freemail.com>



***In quest of assignment in Finance / Accounts Research***

***With the organization***

**Industry Preference:** Financial & Accounting Services, **Location Preference:** Anywhere

**PROFLIE**

* Hard-working team player with good communication skills and an excellent performance record.
* Highly committed to work and dedicated to meet deadlines. Willing to take extra responsibilities.
* Good Knowledge on **SAP** as end user.
* Having **2years** of Experience in **Financial Accounting**.

**Academic Credentials**

* 2013 : MBA (Finance & Marketing) Bangalore University
* 2011 : B.com (Cost Accounting) Karnataka University Dharwad
* 2007 : PUC RNS PU college
* 2005 : SSLC Government Urdu High School

**Work Experience**

* Company : **Accenture Service Pvt ltd**
* Designation : Accountant
* Date of Joining : 25th Jun 2014 to 1st July 2016 ( 2 Years)
* Process : **Bank Reconciliation & Treasury Accounts (GL) R2R**

**Functional Responsibilities: Banking & Treasury accounts**

* Preparing and posting all type of journal and book keeping.
* Maintaining Ledger accounts.
* Handling Accounting sub process(Cash, Cheque & EFT )
* Downloading ANZ , NAB bank statements to upload store receipts into SAP
* Performing Automatic & Manual clearing for all sub process in SAP to clear the matching transactions.
* Posting daily, weekly, monthly journal once reconciliation is performed for all stores.
* Performing Reconciliation and handling Accounts for all stores on every week
* Contacting each store to clear unmatched transactions.
* Handling all the incoming query E-mails and calls from clients and customers.
* Posting Treasury accounts journals on every Month end close.
* Contacting to AR team to provide customer account and remittance advise.
* Attending Management Video Conference & weekly governance Call with clients on Banking and Treasury activities status updates on critical areas to improve.
* Trainings to new recruits.
* Performing Quality check and rectifying reconciliation errors of team members.
* Resolving all queries related to process as per TAT
* Sharing Banking status reports to clients and higher Management and to respective teams.
* Posting Accrual journals.
* Posting Treasury account journals.
* Backline tool GL accounts reconciliations

**Other Responsibilities: AR (Account Receivable)**

* CASH APPLICATION
* Clearing the customer payments against the open invoice as per the remittance provided by the customer.
* Review the customer payments received by banking team on daily basis and upload them on customer accounts.
* CREDIT APPLICATION
* Create new customer credit account for new/existing customer in SAP based on the information provided by the customer, after completing all the verification process, as per the checklist.
* COPY INVOICE
* Sending invoice copy to customers as per their request.

**Academic Projects**

1. **A study on cost control at Indian designs exports PVT. .LTD (4 Months) 2013**

Title: Cost Control (Finance)

The idea behind the study was to evaluate the extent of impact that the quality and cost control had in the operational results of the Indian Designs and to find out how they are able to reduce the expenses

through Garments.

1. **An Organization Study in Big Bazaar (1 Month) 2012**

Title: Organization Study

The idea behind the study was to make SWOT analysis of the company, its operations, Organizational Structure, Functioning of all the departments.

**Achievements**

* Best Performer of the month (3 times)
* Numero Summit award (2 times) at project level quarterly awards
* Major contribution in clearing all escalatables in more than 60 days buckets
* Demonstrates strong problem-solving skills with the ability to work independently to

Resolve complex issues in a timely manner

* **Remote KT** for **Banking and Treasury** new project **COLES Accounting Services**

**Technical Skills**

* Ms Office**:** MS Word, MS Excel, MS Power Point and Internet
* Accounting Software**:** Tally 9.0 & Good Analytical Skills and Accounting knowledge.
* SAP: SAP R/3 SAP Lighthouse General Ledger

**Personal Vitae**

* Nationality : Indian
* Date of Birth **:** 01-June-1986
* Language Known. **:** English, Hindi, Kannada, Urdu, Konkani.
* Visa Status : Business Work Visa

I hereby declare that the information furnished above correctly describe my qualifications, my experience and me.

Date