Mirza

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Deira,

Dubai

**SUMMARY:**

* More than 13 years of progressive Accounting experience.
* Achieved high standards of accounting knowledge and contributed towards standardizing the tasks design for Accounting (General Ledger) of **Ebay Inc, McGraw Hill, Thomson Reuters, and Mittal Steels**
* Travelled to UK (London) and USA (Minnesotta, Newyork/New Jersey, and California) on company accounting transition, VAT (Value Added Tax filing)
* Automated manual entries on SAP (as end user) while working for around 7 years, automation of Inventory accounting reconciliation while worked on Oracle 11i for 2 years
* Two year of Inventory Accounting
* Graduated with distinction in Commerce from Kakatiya University and Post Graduate from University of Hyderabad
* Proficient with MS Office, ACL (Automatic Command Language), SAP FICO (end user).

**EXPERIENCE: Over 13+ years.**

**Worked as Assistant Manager from 4th June 2012 to 28th December 2016.**

* Driven the Cash Accounting team (ebay Inc) towards achieving the accounting deliverables by reducing the excess hours spent at work by proper planning and execution.
* Cleared all the aged open items pending for years by taking it up as project
* Appreciated by customer for managing the clearing of aged open items after taking over since February 2016
* Created cheat sheets for routine tasks/deliverables and avoided common repetitive errors increased the efficiency of the team
* Organized weekly/monthly meetings after analyzing and Reporting of Balances with explanation to the controllerships team
* Identified the process improvement areas with appropriate solutions
* Filed process improvement ideas by mapping of repetitive transactions saving 314 manual hours
* Validation of VAT (Value Added Tax) calculations and reports for filing
* Travelled to US for in October 2014 for **eBay** payroll accounting transition
* Cleared aged high dollar items while working on the US and Canadian employees payroll accounts (GL) team cleared 96% of aged items.
* Process was stabilized within 6 months of transition

Ensuring the smooth processing of day to day activities

Minimized the efforts (time taken) for review by preparing a control points cheat sheet

Travelled to US in July 2012 for the Specialized accounting (Inventory) transition from **McGraw-Hill** (One of the major books publishing companies in Unites States)**.**

* Successfully transitioned the process and managed a team of 5 people.
* Knowledge transfer to the team post transition and conducting assessments post training
* Meeting the Service level agreements (SLA’s )
* Handling of Weekly and Monthly update calls
* Prepared a planner of the activities of the team which helped them in achieving their tasks easily, which was appreciated by customer
* Worked on Oracle 11i (ERP) as end user
* Created new ACL (Automated Command Language) queries and smoothened the manual matching process of team on reconciliations
* Automated consolidation of reports in excel for saving 8 hours every time

**Worked as Process Developer in Thomson Reuters from 28th April 2008 to 25th May 2012.**

* I was selected to travel to US for the General Ledger accounts transition from **Eagan (Minnesota) branch to Hyderabad branch.**
* Successfully completed the transition and stabilized the process in 2 months of taking over, standardized the reconciliations format and followed up on the backup files for SOX compliance control.
* Cleared age old open items with the regular follow-up, along with the team member’s reconciliations review.
* Successfully lead UAT (User Acceptance Testing) for 3 SAP roll outs during 2010 and 2011 from our site
* Simplified the process of posting regular Journal entries by advising and usage of excel template in SAP.
* Posting of accruals on month end for those where the goods are still in transit.
* Coordinating and providing resolution to onshore team for Queries
* I was selected to travel to UK for the General Ledger accounts transition from **London branch to Hyderabad branch.**
* Successfully completed the transition and stabilized the process in 6 months of taking over, with the continuous follow up on clearing aging items causing variance in accounts.
* Was selected for Transition of process from **Bangalore branch**.
* Successfully completed the 8 weeks of transition and standardized and stabilized the process in 90 days of transition.
* Leading and coordinating with the Team and ensuring the smooth running of the process.
* Working on Reports like aging of old unresolved transactions and sending the settlement items report.
* Preparing Monthly reports which are helpful to identify the flow of transactions and the business done during the particular period.
* Assisting Manager by preparing Metrics of the team which are required for Management for the performance review.
* Maintaining Documents for Compliance of QMS (Quality Management System).
* Weekly Invoicing and preparation of Accounts Payable, Accounts Receivable reports which helps the management to know the Revenue and expenditure of the company.
* Complete responsibilities of the Balance sheet reconciliations of the whole team, ensuring they are completed within the timeline and saved on share drive for management view.
* Worked on projects of clearing the mapping issues in reporting of the various companies under Thomson Reuters which are viewed by business heads and Controllers

Received appreciation emails for the consistent support to the onsite accounts team and coordinating with them during the month end and year end close of P&L and Balance sheet accounts.

**Worked as Senior. Process Associate in Satyam BPO Limited from 24th Oct 2005 to 23rd April 2008.**

* Processing of Invoices received in system.
* Sending of Mails to Client for Queries
* Working on Reports like P4, Balance and Hold reports.
* Releasing of Vouchers after research.
* Daily Audits of Invoices processed and Tax audits.
* Preparing Daily Production report.
* Preparing Monthly reports which are helpful in rating associates on Performance.
* Collating and Managing data of the team.
* Maintaining Documents for Compliance of QMS (Quality Management System).

Awarded with 3 POB’s (Pat on the Back) for High Productivity, Quality audits, and Handling Invoicing Process Independently with Client Appreciations.

**Accounts Assistant in UPADRASTA & SONS (from April 2004 to October 2005)**

* Managed vendor accounts, generating weekly on demand checks.
* Managed financial departments with responsibility for Budgets, Forecasting, Accounts Payable and Receivable.
* Ensured compliance with accounting deadlines.
* Prepared company accounts and VAT calculations and filings, tax returns for audit.

# Audit Assistant in MADHAVA RAO & CO (from June 2002 to March 2004)

# Managed accounts payable, accounts receivable departments.

* Auditing Journal Entries and Posting in GL.
* Prepared Audited annual company accounts and reports.
* Monitored and recorded company expenses.

**QUALIFICATION:**

* Post Graduate Diploma in Business Management 2013
* Bachelor of Commerce (B.com) from Kakatiya University 1999 – 2002
* Intermediate Education (CEC) Government Junior College 1997 – 1999
* Secondary School Certificate (SSC) from Saint Francis School 1997

 **COMPUTER SKILLS:**

* Microsoft Office
* SAP (End user)
* Tally
* Focus 5
* ACL
* Advanced PowerPoint
* Advanced Excel
* Data Entry Certification
* Diploma in Computer Application

**PERSONAL PROFILE:**

Date of Birth : 12th July, 1982

Passport# : (Valid till December 2024)

Marital Status : Married

Religion : Islam

Nationality : Indian

Visa Status : Visit Visa valid till March 2017

**DECLARATION:**

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.