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| New_logo  Contact HR Consultant for CV No: 340216  E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)  Website:<http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> |  |

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| AREAS OF EXPERTISE  *FA module in SAP*  *Financial Module in ERP*  *Tally*  *Asset Management*  *Payroll*  *Banking*  *MIS Reports*  PERSONAL SKILLS  *Passion to Learn*  *Good analytical skills*  *Goals orientated*  *Hardworking*  *Able to work and stay focused under pressure*  PERSONAL DETAILS  **ACADEMIC QUALIFICATIONS**  *B.Com – Sant Gadge Baba Amravati Universuty. (Kesharbai Lahoti Mahavidyalaya),*  *Diploma in Finance Management- Sant Gadge Baba Amravati Universuty. (Vidyabharati, Mahavidyalaya).*  *Certification in Audit Assistance - Kesharbai Lahoti Mahavidyalaya, Amravati*  **COMPUTER KNOWLEDGE**  ***Microsoft Office, Tally, ERP(Quadra & SAP)*** | **CAREER OBJECTIVE:**  To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.  **PROFESSIONAL SYNOPSIS**  A dynamic professional with 11 years of total work experience in Accounts, Finance and Auditing in which 2 years of experience in UAE. Strong in ERP software (SAP and Quadra) and in Accounting Packages.  ***Accountant: Shapoorji Pallonji Mideast LLC(December 2014 – Present)***  ***Job Responsibilities:***   * Asset Management in SAP   1. Asset master creation  2. Creation of Internal order (Investment- statistical)  3. Monthly Depreciation Run  4. Allocation of Depreciation from Cost center to  Project WBS  5. Inter-Company Asset transfer  6. Retirement/Sale of Asset.  7. Capitalization of AUC's   * Preparing salary and wages for Staff & Workers. * FA Invoices, Bill of entry in SAP * Vendors invoices  verifications  and preparation of statement with G/L a/c no’s * Incoming Invoices Posting and Make Payments in SAP * Creation of new Vendors Accounts SAP sys * Making of check printing for Down payments SAP sys * Payment checks  receiving from bank and distribution * G/L Entries posting in SAP sys * Accounts Receivables and Payable * Preparation of General Ledger Account. * Bank Reconciliation and Vendor Reconciliation * Preparation of sales, purchase invoice, cash & bank vouchers, debit, credit note. * Maintaining cash and bank transactions. * Monthly Payables on Rent, Contractor and subcontractors, * Finalization of Accounts * Maintaining Cash / Bank Books and voucher preparation. * Prepare Daily/Weekly/ Monthly reports as required. * Intercompany & Interoffice reconciliation. * Making Collection of Outstanding from Various Parties.   ***Accountant: PRATIBHA INDUSTRIES LTD. (April 2010 – November 2014)***  ***Job Responsibilities:***   * Maintaining daily reports of departmental costs * Creating monthly cost budgets * Performing cost evaluations on a bi-monthly basis * Reconciliation of general ledger with different accounts * Reconciliation of the company ledger with the bank accounts * Maintaining and updating multiple accounts according to different contractors * Supervision of financial data recording process to ensure accuracy * Researching for more effective ways of cost reporting and evaluation * Manage accounts of all workers in the construction department * Supervision of the construction billing process * Scrutinizing the cost reports and reporting any fraudulent entries made   ***Accountant: RAJSHRI PICTURES (P) LTD.*, *(December 2007-October 2009)***  ***Job Responsibilities****:*   * Assist C.A. for auditing * Handling the entire accounts of branch in Dos & Online Showbiz software upto finalization.   ***Audit Assistant: J.S.KHANDELWAL & CO. (January 2006-December 2008).***    ***Job Responsibilities****:*   * Audit the Accounts of the Clients * Giving reports to C.A. * Maintaining internal accounts in Tally |