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| New_logoContact HR Consultant for CV No: 340216E-mail: response@gulfjobseekers.comWebsite:<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 creation2. Creation of Internal order (Investment- statistical)3. Monthly Depreciation Run4. Allocation of Depreciation from Cost center to Project WBS5. Inter-Company Asset transfer6. 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
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