**Rayees**

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**CAREER OBJECTIVE**

To pursue a successful career in **Account /Finance** and utilize my knowledge to the best of my ability so that it helps the organization in all possible ways. To dedicate maximum to the profession with commitment and devotion, in order to prove my worth.

**PROFILE SUMMARY**

* Have 5 years of experience in Finance & Accounts in India.
* Professionally Qualified with Masters of Business Administration (MBA) and hold a Bachelor Degree in Commerce (B.Com) from Osmania University, Hyderabad India.
* Can effectively handle finance, accounting.
* Well versed with **Tally** and **sap (fi/co)** Accounting softwares.
* Excellent communication skills in English, Hindi & Telugu.
* Self-motivated, comfortable in taking initiative & working under minimum supervision.
* Detail-oriented, efficient & organized professional with an extensive experience in accounting systems.
* Possess strong analytical & problem solving skills, with an ability to make thought out decisions.
* Resourceful in completing projects & efficient in multi-tasking.
* Can work under pressure & meet deadline without sacrificing quality of output.

**PROFESSIONAL EXPERIENCE**

Company : **R29 solution pvt ltd**

Client : Care fusion

Project : Support Project

Role : **SAP FICO** Sr Process associate

Duration : **Dec 2012 to Nov 2016**.

* Verify financial performance statements
* Maintain book of accounts in a computerized environment.
* Supervise the whole range of Accounts Payable & Receivable.
* Responsible for daily funds position, receivables position & reporting to Finance Manager
* Solving of maintenance Issues and tickets in the area of FI-GL, FI-AR, and FI-AP.
* Handled Invoice processing in the area of FI-AP, FI-AR.
* Configuration of basic setting, master data level like G/L, A/P, A/R.
* Keep all documentation up to date by team on share point of time.
* Providing day-to- day operational and process support to users.
* Resolved User issues on timely basis.
* Modifications to the Field Status Variants according to the client specifications.
* Analysis of day-to-day issues and solutions after communicating with users..
* Participating in integrating technical and application components to meet business specifications.

**RG POULTRY BREEDERS & TRADERS**

**Duration: July 2009 to April 2010**

* Accountable for coordination with General Accounts Involved in preparation of Quarterly unaudited financial results.
* Drove efforts across managing Cash Book, Bank Book, Purchase Register and Sales Register.
* Responsible for preparing & Finalizing Financial Statements to determine the financial visibility.
* Process all the purchase invoices.
* After processing the invoices send it for authorization.
* Reconcile the bank and cash transactions.
* Reconcile the accounts receivables and payables.
* Maintain debit and credit notes.
* Maintain purchase order, invoices, and goods return notes, for future reference and follow ups.
* Handle customers enquiries as well as follow up with parties for payment issue.

**ACADEMIC & PROFESSIONAL CREDENTIALS:**

* **Master of Business Administration** from Osmania University, Hyderabad in 2012.
* **Bachelor of Commerce** from Osmania University, Hyderabad in Mar 2009.
* **Intermediate** from Board of Intermediate Education Hyderabad in Mar 2006.
* **S.S.C** fromBoard of Secondary Education, Hyderabad in April 2004

**COMPUTER PROFICIENCIES**:

* Operating Systems :Windows 98, Windows XP, Windows Vista,
* Windows 7 and Windows 8.
* Microsoft Office : Excel, PowerPoint and Word 2003/2007/2010.
  + - Accounting packages and ERP’s: SAP **(FI/CO), Tally** erp9.

**PERSONAL PROFILE:**

Date of Birth : 16-Oct-1988

Nationality : INDIAN

Marital Status : Single

Visa Status : Visit Visa

Languages : English, Hindi & Telugu