**THARIQ**

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**C/o-Contact no : 971504973598**

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| --- | --- | --- | --- |
|  | ACCOUNTING & FINANCE MANAGEMENT |  |  |

**PROFESSIONAL PROFILE**



Skilled accounting professional offering 6 years experience with extensive customer service background. Adept at managing multiple assignments and meeting tight deadlines in a fast-paced environment. Strong understanding and knowledge of accounting and financial management principles. Possess reputation as a self-directed professional with excellent problem solving, analytical and communication skills. Noted for building positive rapport with co-workers, management and clients.

**EDUCATION PROFILE**



* **Master Of Financial Accounting (MFA)** From G Tech Computer Education,

Tiruchirapalli,With A grade (80%-89%).

* **Bachelor Of Commerce (B.Com**) From Jamal Mohamed College Tiruchirapally,

With 67%(2008-2011).

* **HSC** From Oxford Matriculation Higher Secondary School, Koothanallur With:60%.
* **SSLC** From Oxford Matriculation Higher Secondary School, Koothanallur With: 62%.

**COMPUTER PROFICIENCY**



* Tally Erp 9.0 From Apollo Computer Education Ltd, Tiruchirapally With A+ (>86%)
* Computer Hardware From Systech Tiruchirapally With A Grade.

**WORKING EXPERIENCE**



* 2011-2017 Working Experience In Nilgiris Super Market In **Financial Team Manager** In Chennai .
* **Sap Working Experience In** creating purchase order, return purchase order,data monitoring.
* **Microsoft office word and excel**

**FUNCTIONAL SKILLS**



* Financial analysis
* Management accounting
* Asset management
* Use of accounting software
* Audits procedure
* Payroll
* Bank reconciliations
* Financial account analysis
* Financial statement generation
* Taxation compliance
* Financial reporting
* Account receivable and billing
* Reporting/documentation
* Financial projections
* Funds disbursement
* Budgets & cash flows
* **General ledger entries & audits**

**FUNCTIONAL HIGHLIGHTS**



* Maintaining Of Accounts In Computerized Environment(In ERP SOFTWARE And TALLY.ERP 9).
* Prepare financial statements schedules such as bank ,inter-company and fixed assets reconciliation.
* Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of total business results.
* Prepare and adjust entries and trial balance, account and bank reconciliation and financial statements.
* Prepared various schedules and analysis of significant account balances.
* Manage with the entire responsibility of analyzing the account receivables and aging reports thereof.
* Reconcile account receivables with the client.
* Check and verify the reports and accounting entries of source documents such as invoice, vouchers, debit and credit notes.
* Prepare monthly requirements such as VAT sales return, quarterly income tax returns and monthly

withholding tax returns and prepare income tax reconciliation.

* Coordinate with banks and other outside service providers of the company.
* Schedule the company disbursements.
* Salary Processing Using Payroll System In Tally.
* Maintaining Cash Book And Bank Book Manually.
* All data entry in excel and tally.

**PERSONAL DETAILS**



**Date of Birth : 01/02/1990**

**Sex : Male**

**Nationality : Indian**

**Marital Status : Married**

**Languages Known : English , Tamil**

**Declaration**



**I hereby declare that the above information which is given by me is true to best of my knowledge.**

**THARIQ**