**Abdul**

**Location : Dubai, United Arab Emirates**

**Nationality : Indian**

**Visa Status : Visit Visa**

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**Career Objective:-** Seeking a position in the accounting field where excellent analytical and technical skills can be utilized to improve the company's profitability, and I am looking forward an opportunity to start my career in UAE as an Accountant Professional

**Academic Qualifications**

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| --- | --- | --- | --- |
| **Certification / Degree** | **Institution / Country** | **Specialization / Major** | **Year** |
| MBA in Finance | Osmania University, Hyderabad, India | Finance-HR | 2008-10 |
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| Bachelor of Commerce | Kakatiya University Warangal, India | Commerce-Computers | 2005-08 |
|
| CA-Foundation Course | Institute Of Chartered Accountants of India | PE-1 Foundation | 2004-05 |
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| Intermediate (11th & 12th) | Board of Intermediate, Hyd - AP | Math's Physics Chemistry | 2002-04 |
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| Matriculation(SSC) | Board of Secondary School certificate, Hyd - AP | SSC | 2002 |
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**Key Skills**

* Managed journal entries, Book Keeping, Daily Billing, Invoicing and inventory control.
* Maintaining Balances & statements of debtors (Customers) & Creditors (Vendors) of company
* Bank Reconciliation with respect to Bank and Company Statement
* Reconcile the general ledger to sub ledger.
* MIS report generate with computerized system for admin module. Expense Booking, Provision & month end Accruals, Post dated checks, LOC'S & Wire transfers, Handling Month end close activities.
* Internal and External Audits Assistance
* Financial Statement Preparation
* Internal Accounting Controls
* Financial Reporting
* Receivable/Payable Management
* Fixed Asset Management
* Internal & External Audit
* Financial Management
* Bank Reconciliation
* Bookkeeping
* Payroll Accounting - WPS- Processing Employee(WPS) & Vendor Payments - Intercompany Settlements.
* Good knowledge of SOP and Compliance

**Work Experience**

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| **Organization :** | **Cognizant Technologies Solutions - Hyderabad, Hi-tech City - 2015 June -2016 September** |
| **Designation** **:** | **Senior Process Executive - (Accounting Controlling and reporting Department)** |
| **Responsibilities** **:** | Finalization of Accounts, Accounts payable, Management Reporting, Budgeting& Forecasting, Leading & Supervision, Accounting Software Development. |

**About Cognizant :-**Headquartered in Teaneck, New Jersey (U.S.), Cognizant combines a passion for client satisfaction, technology innovation, deep industry and business process expertise and a global, collaborative workforce that embodies the future of work. With over 50 delivery centers worldwide and approximately 255,800 employees as of September 30, 2016.

**Key Responsibilities in Cognizant**

**Two months USA onsite experience on documenting SOP'S as per business blue print at client office.**

**Documented the below Activities as per Business Blue print and trained to the Junior Accountants.**

* Chart of Accounts Maintenance in SAP ERP - Creation/change/block GL account requested by Finance head.
* Opening & Closing of Books during month end - Period open/close Once all JE processed for the Current period.
* Fixed Assets - Depreciation Run
* Fixed Assets - Acquisition & Capitalization
* Fixed Assets - Asset Maintenance - Creating Asser class
* Manual Journals Processing in ERP - Journals posting/reversing & Clearing
* Bank Reconciliation - Preparing daily Bank reconciliation report worked on the un-posted Journals Followed Payables & Receivables teams
* GL Account Reconciliation -
* Revenue Recognition
* Cash Forecasting report
* Reports submission - Cash flow statement, Income statement, Profit & Loss & Balance sheet statement
* Responsible for the financial statement preparation both under US GAAP and Local IFRS including the
* Ensures compliance with existing and new accounting policies for both US GAAP and local IFRS including specific materiality thresholds used in the region.
* **Accountable for the:**
* Chart of account maintenance, General ledger accounting, Preparing Journals & daily postings in to ERP software
* Maintenance of cash & bank books for local currency and foreign currency accounts (GBP, USD, Euro & Yen)
* Preparation of the age wise debtors/Creditors statements and accounts receivable/ Payables report.
* Prepare the company Accounts Receivable ledger and reconcile the Debtors Control Account
* Payroll processing and Inventory accounts check
* Preparing and submitting Financial reports to finance heads: Cash flow, Income, Profit & Loss & Balance sheet
* **Carrying out reconciliation of:**
* Vendor Ledger/customer Ledger following up to Payables & Receivables associates on Open items
* Cash/Bank Reconciliations - extracting daily bank statements from bank site classifying open items.
* Ensuring that the external audit supports requirements like Cross checking of document.
* Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities like preparing/reversing/Clearing journal entries while checking the invoices and processing it into ERP.
* **Intercompany accounting & settlements to counterparties.**
* Record intercompany invoices and sends to AP team for further processing
* Reconcile all Outstanding Inter-company balances before closing of General ledger books
* Send Outstanding Inter-Company confirmations to counterparties
* Review of IC adjustment Journals and confirming to counter parties
* **Handling the preparation of:**
* Monthly Finance Report

Income Statement, cash flow , & Balance sheet

* Inventory Status Report
* Fixed Asset Schedule on monthly basis
* Payroll sheet including leave & final settlement for employees
* Maintaining good quality and ratings in process reaching KPI, SLA & TAT
* Maintained appropriate confidentiality of information security & data privacy.
* Coordinating with Internal Auditor of process
* Assists in identifying service improvements to increase customer satisfaction.

**Organization : Genpact India Hyderabad- Hyderabad, Hi-Tech City April 2012 - September 2014**

**Designation : Process Associate/Developer - Client Role Analyst**

**Responsibilities : Finalization of Accounts, Receivables & Payables, Assisting Internal and External Audit team.**

**About Genpact:**

Genpact (NYSE: G) is shorthand for “generating impact on Business”. Genpact design, transforms, and run intelligent business operations including those that are complex and specific to a set of chosen industries.

**Key Responsibilities in Genpact :**

Operations Department: Performance of Operations consistently and effectively for R2R/OTC(Cash application & Reconciliation) Operations for Off Shore Clients in Performing GL Control accounts & Reconciliations.

* Work on Variance Analysis between the Sub Ledger & GL & its rectification
* Researched and resolved discrepancies when needed to clear the unreconciled items (Open Items)
* Record and balances inter-company transactions
* Supports Audit Team in timely manner whenever needed & provide data to resolve the query
* Daily cash/bank pooling and sweeping
* Hands on experience on analyzing the data, identifying root cause of difference
* Manage Balance sheet Reconciliation activities according to timeframe as specified
* Posting journal entries, reversing Documents in SAP
* Posting and clearing the invoices from Customer/vendor line items.
* Clearing of Bank ledgers of entities / reconciling control accounts(Operating ledgers)
* Coordinated with Accounts receivables team (cash application).
* work on customer refunds (checking bank sort code IBAN number and swift code in SAP)
* Worked on clearing accounts, post with clearing and clearing GL account line items for incoming payments and outgoing payments in SAP.
* Regular interaction with Onshore AR team on clearing customer Payments and Requesting GL Accounts to post/clear Incoming/outgoing wire payments and deposits which are outstanding.
* Handling banking ledgers of client in a SAP ERP and also downloading daily bank statements and updating the closing balance in excel sheets
* Reconciling the GL balance preparing outstanding reports of amounts which are not cleared in banking ledgers
* preparing control approval sheets of amounts which are not picked up by sap
* preparing reports on check register balance
* Working on necessary postings, clearing, reversing documents transferring of funds form one company to another company code in sap(intercompany transfers) checking and applying the misapplied/unapplied cash clearing customer and vendor amounts from GL accounts

Month end closing and reconciling the GL accounts and submitting in Black line systems during month end closing.

**Manager in Accounts/Audit Department, 1st October 2008 to 2012 Feb**  
 Anand Kumar Agarwal & Co. (Chartered Accountant Office)

* Joined as an Accounts Associate after B.COM and promoted as manager in audit after MBA.
* Handled client appointments and their issues.
* Responsible for organizing and overseeing internal audits in accordance with the annual audit plan, often managing a team of auditors.
* Overseeing and reviewing the process then making any necessary recommendations to change policies, implement new systems or even change employee roles and team structures.
* Prepared reports highlighting issues and providing potential solutions
* Prepared income statements of clients.
* Undertaken various tasks such as postings to general journal and general ledger, BRS, Accounts payables, Accounts receivable, Generated Profit & Loss reports and Balance Sheets of clients.
* Carried out bank reconciliation activities of clients
* Managing a team of two+ in the auditing division

Supervise, coach and develop junior members of staff within teams

**Declaration:** I hereby declare that the information above is true to the best of my knowledge.