**SHAIBAN**
***B.COM , MFA & CMA-IMA***

**SHAIBAN.347514@2freemail.com**

**Brief Summary**
Diversified financial and accounting experience which is sustained by my qualifications in the subjects with working experience of over 2 years in the manufacturing company as an accountant and in the financial institution as financial analyst**.**

**Key Areas of Expertise**

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| --- | --- |
| **Financial/Accounting** | **Management/Personal** |
| * Financial statements & Reporting
 | * High Level of integrity
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| * Financial Management & Taxation
 | * Negotiation & Diplomacy
 |
| * Operations Management
 | * Risk Analysis & Management
 |
| * Ratio Analysis
 | * Predicting Future Trends
 |
| * Budgeting & Budget Review
 | * Decision Making & Conflicts Resolution
 |
| * Reconciliation
 | * Effective Communication
 |
| * Accounts Receivables & Payables
 | * Interpersonal Skills
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| * Cash & Inventory Management
 | * Cross Culture
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 **Career Objectives**

Seeking a challenging position where my educational potential, analytical ability and job experience will contribute to the productivity and profitability of the organisation and betterment of my career prospects.

**Professional Experience**

**Northern Trust – Bangalore, India
“** *The Northern Trust Corporation is an american based financial service company, providing services like Auditing, Investment Management, Asset & Fund Administration, & Banking Services.*

**Jan 2016 – March 2017 as “Financial Analyst”
*Job Responsibilities :***

* Carry out audit on daily basis on client accounts and collating, checking, analyzing spreadsheet data, review and control over all the critical accounts on daily basis with stipulated deadlines.
* Verify diversified transactions, audit transaction and portfolio reports, research discrepancies on a daily basis and reconcile transaction by comparing and correcting data.
* Verify accuracy of information by reviewing daily reports, communicate the same with senior level management and prepare financial reports, charts, tables, and other exhibits as requested.
* Respond to internal and external inquiries, initiating follow up inquiries or independently solving the inquiries.
* Verify report schedule, maintain reports, sending reports to management, clients and liaising with operations for ensuring that transactions are properly recorded in our books of accounts.
* Preparing and checking financial reports in order to ensure whether records are accurate, reliable and liaising with managerial staff and presenting findings and recommendations.
* Responsible for day-to-day general ledger accounting and reconcile transaction by comparing and correcting data, financial reporting and analysis for assigned functional areas.
* Analyzing data to ensure proper accounting procedures have been followed and verify that transactions comply with financial policies and procedures.
* Training new hires, demonstrate appropriate understanding / working knowledge of accounting principles and internal controls, and apply them.
* Handled international as well as domestic clients.

**Shashikar Enterprises – Bangalore, India** “*Apparel Manufacturing Company”*

**Dec 2014 – Oct 2015 as “Accountant”
*Job Responsibilities :***

* Prepare and produce journals, perform financial transaction, complete general ledger operations and making trial balance.
* Preparation of monthly financial statements & reconcile and maintain balance sheet.
* Prepare analysis of accounts as requested and perform account and bank reconciliation.
* Monitor and resolve bank issues including fee anomalies and check differences.
* Pay invoices by verifying transaction information; obtaining authorization of payments, preparing and mailing invoices; identifying delinquent accounts and insufficient payments.
* Administer accounts receivable and accounts payable, including aged debtor/creditor analysis.
* Working with department with budget forecasts and prepare tax computation and returns.
* Maintain record of materials in inventory and on order, by physical counts, monitor re-order points and initiate action to replenish stock, reconcile discrepancies in inventories & notify supervisor of irregularities.
* Petty cash – handling and disbursing cash, preparing vouchers and allocation to their respective GL Code, weekly counting of cash.

**Educational Qualification & IT Knowledge**

1. **Certified Management Accountant :** IMA(US) ,2016 (Pursuing)
2. **Master in Finance and Accounting (Regular) :** Banaglore University (India), 2015, First Class
3. **Bachelors of Commerce - Finance (Regular) :** Bangalore University (India), 2013, First Class
4. **IT Tools :** (Microsoft office, Tally ERP 9)

**Personal Information**

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| --- | --- |
| * **Birth Date :** 28th June, 1992 (Age -25)
 | * **Gender :** Male
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| * **Marital Status :** Single
 | * **Nationality :** Indian
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| * **Visit Visa : (Expires on - 3rd April, 2017)**
 | * **Driving License** : International Driving License
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<<References available upon request>>