Mirza.359178@2freemail.com

Name: Mirza

## Career Objective

Energetic and enthusiastic **Team Lead** with a strong commitment to Operational Excellence and Team Motivation. Seeking a leadership position with an organization where my education and work experience will have valuable application.

## Strenghts:

* Produce quality work under extreme time pressure and deadline.
* Strong leadership & team player skills.
* Confidence to relate to senior level of management & tenacity to beat the odds.
* Skillful in focusing customer requirements.

# PROFESSIONAL EXPERIENCE

**Axiom Telecom LLC.**

Axiom Telecom is one of the largest retailer and distributor for Mobile in the Middle East for major brands including Nokia, Sony Ericsson, Motorola, Samsung, BlackBerry, LG and I Phone.

**Receivable Accountant- Collections (From January 2014 to date)**

* To record accounting transactions (e.g. Receipts, credit note, debit notes) for the customers to ensure the completeness of accounting books at each SBU level.
* To facilitate direct distribution operations on finance related issues ( e.g. Order releasing, overdue status, credit limit status,) to ensure smooth function of POS level.
* Facilitate customer credit review by providing relevant information to the management on a timely basis.
* Ensure proper reconciliation of all receivables accounts and identify and close any gaps or escalate to the line manager
* To reconcile respective customers account on periodic basis (as per SOP) and get confirmation from them to ensure the accuracy of accounts.
* To collect cash/Cheques from the sales representatives and record the same into the system as per company guidelines.
* To send all cash received and all cheques on maturity date to the bank to ensure the credit to the company bank account.
* Follow-up of company’s credit policy and payment terms set for receivable to ensure timely collection and reduce receivable cycle.
* To reconcile 20 E-voucher locations on a daily basis and send the statement to the clearance management.
* To interact with sales team on accounts related issues and to clarify and satisfy queries raised by them.
* To identify reasons of short payments and complete documentation and approvals to ensure that customer statements are cleared
* To participate in any other receivable activity requested by management.

**Cash Management Activities (From January 2014 to Date)**

* Daily Cash Collection Report
* Daily Cheques Collection Report
* Exception Report (Cash Collection Missed Outlets, Cash Shortage, Cheques Not Collected, etc)
* Collect Cash From All Sales Channels And Report Cash Shortages If Any
* Collect Cheques From All Sales Channels
* Prepare The Cash/ Cheque Deposit Sheets - When Applicable
* Handover Cash/ Cheques For Deposit In Bank - When Applicable
* Pass Receipt Entries In Erp For The Amounts Collected
* Run Auto Application Of Receipts

**GENPACT (INDIA) from 2010 to 2012**

**Job Profile**:

* Co-coordinating with the Bank in getting the Daily Deposits and publishing reports on daily basis.
* Using the Oracle Interface for getting the deposits applied.
* Clearing of Checks Stuck in Oracle Interface.

• Application of US Checks and Wires (Electronic Funds Transfer) in Oracle AR

• Offsetting of Prior Credits against Open Debit invoices.

• Downloading the Reports for Canadian Checks and wires (EFT). Application and

 Research on Canadian checks and wires

• Posting of Payments to General Ledger Accounts

• Reclassifying of Payments

• Reconciliation of Canadian Reports.

• Adjustments of Invoices, Credit memos and Refunds.

• Application of Mexican Checks and Wires

**Trainings :**

Corporate Etiquettes

Communicative Skills Training

Effective Communication Skills

Order to cash

Email writing skills

**ACADEMIC QUALIFICATIONS:**

* MBA with finance as specialization from Osmania University
* B.com ( Osmania university )

**Technichal Skills :**

* Operating systems : Windows 7/Xp/2000/98
* Packages : Ms-Word, Ms-Excel, Tally 7.2,9.0
* ERP Oracle R12

**Languages Known**

##### English, Urdu, Hindi , & Telugu

**Hobbies**

* Playing Cricket
* Listening music
* Watching movies

**Declaration:**I solemnly affirm that the particulars given by me in this resume are true and correct to the best of my knowledge.