**SAMEER**

[**SAMEER.359212@2freemail.com**](mailto:SAMEER.359212@2freemail.com)

Personal Details:

Gender: Male

Nationality: Indian

Marital Status: Single

Date of Birth: 5th Apr 1992

***In quest of a leading position in Finance and Accounting domain to build effective strategies for achieving goals and solving problems to enhance the profitability of a top-notch organization***

**CAREER SUMMARY**

* An accomplished Finance & Accounts Professional with a demonstrated experience of nearly 3 years in Account Payable, finance analysis & projection, profit centric operations, Vendor Payments, and customer Service
* Rich experience in business and financial forecasting which helps in the long term planning of the organization
* Strong understanding of administrative strategies, policies that are pertaining to the organization
* Expert in conceptualizing and implementing financial procedures, including working capital management, internal financial controls and costing
* Skillful in performing invoices / payment transactions and maintaining spreadsheets & accounting reports
* Adept in performing tasks viz., daily expense report tracking and Processing payments
* Maintained 100% accuracy Account payable and in processing invoices
* Demonstrated ability to prioritize assignments and make effective decisions
* Adept at liaising with other departments and resolve the issues accordingly
* Skillful in motivating & assisting the employees to perform extraordinarily & achieve the organizational goals
* Delivered high level of professionalism by communicating directly, tactfully and with a high degree of honesty

**SKILL SET**

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| --- | --- | --- |
| * Finance & Accounting Management * Financial Analysis & Reporting * Financial Statement Generation * Spreadsheets & Accounting Reports * Invoice Booking & Payments * Inventory Reconciliations | * Bank Reconciliations * Account Reconciliations * Management Accounting * Financial Projections * Financial Accounting * Budget & Cash Flows | * Corporate Accounting * Strategic Planning * Vendor Management * Analytical Skills * Query Resolution * Team Management |

**EDUCATION**

* Master of Business Administration (MBA) in Finance & Marketing from Islamic University of Science and Technology, Jammu and Kashmir – India (2014)
* Bachelor of Commerce (B.com) from Govt. Degree College, University Of Kashmir, Jammu and Kashmir (2013)

**CERTIFICATION & TRAININGS**

* Diploma in Arabic language from NCPUL Delhi, India
* Certificate in computer language from NEHRU YUVA KENDRA Budgam, Jammu and Kashmir - India
* Trained on communication & foreign languages from Vision India Staffing Pvt. Ltd, Karnataka - India

**CAREER CONTOUR**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Designation** | **Duration** |
| D. M. Pharma (MKT.) Pvt. Ltd – India | Accounts Manager | Jul 2014 – Oct 2016 |
| Siddique Traders, India | Store-Keeper (Part Time) | Jan 2012 – Sep 2016 |
| Adventedge Healthcare Solutions Pvt. LTD | Account Receivable Analyst (Part Time) | Oct 2014 – Nov 2015 |

**NOTABLE ACCOMPLISHMENTS**

* Handling in-flow & out-flow of products at store
* Articulate in preparing financial statements, records maintenance, preparation of trading account, profit & loss account and balance sheet
* Maintaining relationship with client
* Collaborating with US based customers on phone & solving their medical billing related issues
* Ensuring accounting related departments followed company protocols
* Analyzing and drafting accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
* Developed, implemented, and modified the documents on record keeping and accounting systems
* Researching and analyzing business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses
* Maintaining database of accounts - assign & entries, payments received & done, and documented periodic reports to compare budget costs to actual costs
* Liaising for supervision of financial and cash management, managing all the important documents and spearheaded all the administration work
* Establishing effective procedures to maximize the impact of the work
* Preparing cash flow statement, cash and bank balance report on a monthly basis, financial reports on a quarterly basis and monitoring cash liquidity
* Ensuring that all the documents are prepared on time

**AVAILABILITY**

* Willing to relocate at the earliest
* Do not hold any bond with the current employer

**LANGUAGE SKILLS**

* Proficient in English
* Fluent in Urdu, Arabic and Kashmiri

**REFERENCES:** Available upon request