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**CURRICULUM VITAE**

**Muazzam**

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### CAREER OVERVIEW

Having domain knowledge in Finance and Accounts. I have been involved in the processing of invoices on AP & AR modules on the client application, reporting and delivering the report to collectors.

### PERSONAL QUALITIES

* + - * Basic knowledge in Excel.
* Strong Accounting & Finance knowledge.
* Willingness to learn new things.

### EXPERIENCE SUMMARY

**Work experience**

**Company Name: HEWLETT-PACKARD**

**PERIOD OF Time (August 2015 To March 2017)**

**Designation: Financial Associate**

**Domain: ACCOUNTS RECEIVABLE**

**Projects Profile**

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| --- | --- |
| **Organization** | Hewlett Packard |
| **Position** | Financial Associate |
| **Environment** | SAP |
| **Experience** | 1.8 Years |

**Job Responsibilities:**

* Downloading the Bank Statements from banking application.
* Uploading the bank statements in SAP LH1.
* Cash application process.
* Different mode of payment involves Bank Transfers, Check Payments, & Credit Card Payments.
* Following up with credit and collection Team for all unapplied and unknown accounts.
* Reconciliation of Customer accounts and Bank accounts.
* Processing the Refund in the bank account and accounted for in the books.
* Clearing Error correction facility and IDOC Errors, which are stuck in SAP.
* Processing MEC activities like write-offs, cash discount reclass.

**Achievements:**

* Received Extra miller Award.
* Got many customer appreciations

**Work experience**

Company Name**: IBM INDIA PVT LTD**

**PERIOD OF Time (June 2014 To August 2015)**

Designation: Practitioner

**Domain: ACCOUNTS PAYABLE**

**Projects Profile**

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| --- | --- |
| **Organization** | IBM |
| **Position** | Practitioner |
| **Environment** | SAP |
| **Experience** | 1 Years |

**Job Responsibilities:**

* Receive the invoices from multiple venders across locations and verify invoices for goods and services.
* Responsible for the matching of authorized Purchase Orders, invoices and accuracy of calculations and extensions - Ensuring that all Suppliers; invoices bear evidence of receipt and approval before posting or accepting into Accounts Payable
* Getting the invoice certification/clarification when there is any doubt as to the validity of an invoice.

**Co-Curricular activities**

* Participated in schools sports in 2006.
* Participated in reciting qirat and won 2nd price in 2013.

### ACADEMIC QUALIFICATION

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| --- | --- | --- | --- |
| **Exam passed** | **Board/university** | **Year of passing** | **Institution** |
| MBA | Bangalore University | 2013 | AIMS Bangalore |
| B.Com | Karnataka University Dharwad | 2011 | S.D.M College Honnavar |
| P.U.C | Karnataka Pre- University Examination Board | 2008 | R.N.S College Murdeshwar |
| SSLC | Karnataka University | 2006 | Al Hilal School Manki |
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### COMPUTER QUALIFICATION

* Working level knowledge in Tally ERP9,
* MS Office tools (Word, Excel.)

I hereby declare that the above details are true and fair to the best of my knowledge.

**Place**: Dubai