** AZHARUDDIN**

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**nterprising, hard-working and technically skilled Senior Accounts/Finance executive** known for accuracy, attention to detail and timeliness in managing business functions. Backed by sound experience and academic credentials MBA (Finance) & B.Com (Honors), hands on experience in Managing companies Accounts Independently, Accounts Receivables/Payables, Invoicing, Journals preparation and postings, Audit of reports, Vendor/Intercompany Reconciliation, Financial/Dashboard Reporting, Financial Analysis, Resolving Customer Queries, Assisting in preparing P&L & Balance Sheet, Direct cost analysis as well as Good Communication & Presentation Skills with MS Office Suite (Word, Excel & Power point), Accounting Packages like ERP – SAP, SAP Fico & SAP SD End user, Tally, Oracle Financials End User.

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| **OBJECTIVE** |
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To obtain a position in a company where I can effectively utilize my accounting/finance experience and to make a positive contribution to the company. As an innovative professional I look ahead to work in a challenging environment.

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| **ACADEMIC CREDENTIALS** |
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* **Master of Business Administration(Finance)** from Osmania University, India – September, 2010
* **Bachelors in Commerce(Honors)** from Osmania University, India – June, 2007

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| **PROFESSIONAL EXPERIENCE** |
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**Company: Cognizant Technology Solutions – (Client – UBS Bank).**

**(**Cognizant Technology Solutions Corp is an American multinational corporation that provides custom information technology, consulting, and business process outsourcing services. It is headquartered in Teaneck, New Jersey, United States)

**Process: Group IMO Financial Controlling (Fin)**

**Team: MDS Accounting**

**Position Title: Senior Process Executive – Accounts & Finance**

**Start Date–End Date: November 2015 to November 2017**

**Major responsibilities**

* Performing an array of duties to Maintain Legal Entities Accounts using ERP – SAP system, **Reconciliation** – MDS Recharges (Inventory) Vs SAP Payment Vs Once off adjustments for the **Vendor** **accounts**, Monthly Recharges (Cost) booking, SAP Payments booking, Maintaining Accruals & payments and Summary of Reconciliation, FX booking, **Vat/Tax calculation and booking,** Monthly Exchange rate check, Performing Control checks, Adjustments (Once off) processing in MDM application and booking in Recon, Resolving of breaks (Global Under-Overs reporting and resolving, Resolving the queries of Legal entities, Working with Business Analysis Team, Sourcing Team, Inventory Admin Team, Expense validation Team & AP Team.
* **Cost Corrections** - Posting correction entries for double payments, Reference rate variance, Tax variance, FX variance, Foreign Cost center adjustments, Resolving Free of cost users, Posting Re-class entry for Incorrect payment for the GL accounts, Accrual clearance for closed accounts or incorrect inventory and reporting to onshore team & performing various others duties & thus ensuring timeliness, accuracy & consistency of accounts.
* **Month End Activities** - Pre-billing: Recharge Vs Crystal report (Cost) Analysis (Payables)**,** Direct Cost Analysis (Receivables), Month on month variance analysis and providing commentary, Resolving Pre-billing queries, SOX Email preparation and reporting & etc to ensure that book of accounts reveals accuracy, trueness & fairness.
* **Journal Ledger Postings** - Accrual, Prepayment, Under or Over, Recharges and Vat journals.
* **Accounts Receivables** - Verifying Invoices, Statements & Billing summary auto generated by GCT Reporting System, Global Accrual Follow up, Weekly & monthly cash clearing journals preparation, reporting and posting by verifying with Stamford bank account balance, Preparing ageing debtors report, Preparing Settlement report, and Preparing ageing debtors report.
* **Accounts Payables** - Processing Payments & ensured payments with proper appropriate authorization & are accurate, Reporting outstanding payables (Creditors) ageing report to management.
* **Financial Reporting** - Preparing Dashboard Reports, Metrics reporting and sending to onshore team, Time Entry System Reporting (TES), Pass through Product Report preparation & validation through SAP, Webpage creation to upload monthly reports.
* Staying attuned for all pertinent legislations, rules, regulations that may relate to organizations financial affairs functions.
* Recognized as ‘Best new joiner’ of the process in January-2016 for quick learning & implementation in process as well as received continuous awards from Jan to May-2016 for outstanding performance.
* Attending business meetings & business calls & supporting in process development, improvement and stabilization.

**Entity Name: Middle East Technical Services Est., KSA.**

(Middle East Technical Services Company has been engaged in the field of Power, Telecommunications, SCADA, SAS, Power IT Applications, Testing & Commissioning, Contracting, and all related Civil, Construction and SEC- Projects works in the field of Power Generation, Transmission, Distribution and Substations.)

**Position Title : Accountant**

**Start Date–End Date : Sep 2014 – Aug 2015 (on Contract)**

**Major responsibilities**

* Performing an array of duties like Managing Accounts Independently using ERP - Oracle Financials, Preparing Accounting Vouchers, General Ledger Postings, Preparing Payrolls as well as calculating service benefits and leave salary, Bank & Vendor Reconciliation, Bank Documentation, Audit/Cost control functions, Assisting in Preparing Cash Flow Statements, Financial/MIS Reporting etc. & thus ensuring timeliness, accuracy & consistency.
* **Accounts Receivables** – Preparing of Sales/Commercial/Contracting Invoices using Oracle, Preparing Invoice statement, Maintaining Invoice Register, Maintaining

Pending Invoices report, chasing the Out standings Debtors, Maintaining credit recordand reporting outstanding receivable (Debtors) ageing report to management.

* **Accounts Payables** – Processing of Invoices & making Payments & ensured that payments are supported by relevant supporting documents and has appropriate authorization, Reporting outstanding payables (Creditors) ageing report to management.
* Drafting Contracting /Commercial/ Sales/Testing Projects Invoices on the basis of progress reports signed by the clients, while assuring strict adherence to invoicing procedures set forth by the organization.
* Drafting reports for the department head on periodic & Monthly basis for effective decision-making/functioning of department activities.
* Staying attuned for all pertinent legislations, rules, regulations & court decisions that may relate to organizations financial affairs functions.
* Examining Purchase/Sales documents including Comparison statements, Purchase orders, Payment summary & Settlements to ascertain systematic documentation & prompt payment as well as reviewing Sales/Purchase Contracts Terms.
* Handling an array of tasks associated with passing JVs for the settlements purpose as well as validating the mobilization settlements.
* Maintained Petty cash and ensured that all transactions are correctly recorded.
* Assisting in Controlling the cost of the projects by Preparing “Profit & Loss account & Balance Sheet” from time to time through daily progress report & Assisting Finance Manager in Monthly closing of books of account & etc.
* Monthly site visit for audit of Books of accounts.
* Assisting in Preparing Budget of the Tenders/Contract & Maintaining Actual cost reports for all the projects.
* Assisting Finance Manager in yearend statutory audit and Liasioning with bankers and maintaining good relationship with them.
* Gaining intense knowledge & hands-on experience for utilization of Accounting & Cost Control functions in Oracle-E-Business suite.

**Entity Name : M & P Co-op. Firm.**

**Position Title : Senior Accounts & Finance Executive**

**Start Date–End Date : August 2012 – September 2014**

**Major responsibilities**

* Timely Recording & Maintaining Accounts Independently/Book Keeping using ERP -Tally, Preparing Accounting Vouchers, General Ledger Postings, Bank Reconciliation of Vendor Statements, Accounts receivables & payables, Bank Documentation, Cost Control & Monitoring the Cost of the Consignment, Petty Cash Management, Sales Invoicing, Financial/MIS Reporting, Filing of Sales Tax Returns, H-Forms, Sales & Purchase Register Maintenance, Files Maintenance, etc.
* Recording of Receipt & Payment of Cash Transactions, Receipt into & Payment through Various Banks, Supplier Payments Complete handling with proper procedure, supporting documents & proper approval, RTGS/NEFT/Online Transfers, Recording of Salary, Rent, Telephone bill, stationary, electricity, and VAT – Value Added Tax (Sales Tax) Calculation, TDS, etc.
* Preparation of Various Financial Reports daily/monthly/ quarterly/annual reports & also Assisting Accounts Manager in Preparing Monthly “Profit & Loss account & Balance Sheet”.

**Entity Name : B.A Continuum India Solutions** **– (Bank of America)**

**Department : Global Market Operations & Middle Office**

**Team : US Cash control Intercompany Reconciliation**

**Position Title : Team Member – Accounts & Finance**

**Period : March 2011 to August 2012**

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| **CORE COMPETENCIES** |
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| * Maintaining Accounts Independently * Reconciliation * Accounts Payable & Receivable | | * Financial Reporting/Analysis * Vendor Management * Invoice preparing/Coding/Verifying | |
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| **COMPUTER PROFICIENCY** | |
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**ERP :** ‘ERP – SAP, SAP – Fico & SD – End User’, ‘Tally Accounting Software & Oracle Financial – End User.

**Applications :** MS-Office (Word, Excel & PowerPoint), etc.

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| **PERSONAL VITAE** |
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**Nationality :** Indian

**Age & DOB :** 30 years, June 1986

**Sex :** Male

**Language known :** English (Proficient) & Hindi (Proficient)

**Passport :** Indian Passport valid till Jan, 2018

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| **ADDITIONAL INFORMATION** |
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* Completed a Project on “Financial Management” at HMWS & SB while pursuing MBA. Suggestions given with regards to ‘Minimizing cost’& to follow good procedure to chase outstanding and make organization always cash rich, upon completion of project were highly appreciated and were implemented by the firm.
* Ability to research on a given issue and find out the solution, Willingness to accept responsibilities, face challenges & open minded towards self development & improvement.
* Customer focus, Team work, Planning, Organizing & Integrity.

**Date: Azharuddin**