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[Hamed.375456@2freemail.com](mailto:Hamed.375456@2freemail.com)

**SENIOR ACCOUNTANT**

**Hamed**

**CURRICULUM VITAE**

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**CAREER GOAL**

To seek a challenging position in an organization, with an aim to contribute positively towards its objectives to the best of my knowledge, abilities and skills, and to serve with honesty, integrity and diligence; with the firm belief that the entity’s growth and success would be my own.

**SYNOPSIS**

Young, energetic, result oriented professional with **10+years of experience (Including 7+ Years of UAE)** in the field of Accounts & Finance

Expertise in General Ledger \* Accounts receivables \* Accounts payable \* MIS Reports \* Financial Statements & Banking

Extended expertise in Auditing, Accounts management, Inventory, Maintaining records for fixed assets, Cash Management, Reconciliations, Revenue recognition, generating annual leave payments, Drafting letters, etc.

Excellent analytical, quick learning and problem solving skills with a desire to work in a team oriented environment

Possessing sound knowledge in Accounting Packages (Tally, Peachtree,Focus)

3+ Years worked in SAP environment in HCL and completely invovled in end to end implementaiton processs and sound knowledge in (SAP – FI/CO & SD module)

Have good presentation, written and oral communication skills

PROFESSIONAL EXPERIENCE

**S K Tahoor Enterprises – Hyderabad India Mar 2017 – Nov 2017**

Dealers in : Govt, Approval Contractors & General Suppliers to Govt. Department Central & State Hard Ware, Mechanical Tool, Electricals Items Horticulture, Sanitry Good, Sports Equipment Paints, Plastics, Crookery & Tailoring Materials etc.

***Accountant***

* Handling day to day transactions.
* Record all financial transactions into appropriate accounts such as receipts, payments, purchase, sales invoices, credit note, debit note & expenses
* Maintain contract wise details and profitability report.
* Preparation of Cash flow and Bank Reconciliation statement
* Preparing Quotation’s in Excel as per Govt requirement.
* Prepare GST tax computations and returns.
* Prepare monthly, analyze, and interpret financial reports, statements and records (e.g. Balance sheets, profit and loss statements)

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**HCL Infosystems LLC – Dubai UAE / Qatar**  **Oct 2010 – Jan 2017**

HCL is an Indian-based premier IT services, Distribution and Digital solutions Company and Today, the HCL enterprise has a presence across varied sectors that include technology, healthcare and talent management solutions and comprises four companies - HCL Infosystems, HCL Technologies, HCL Healthcare and HCL TalentCare. The enterprise generates annual revenues of over US$ 7 billion with more than 105,000 employees from 100 nationalities operating across 31 countries, including over 500 points of presence in India. HCL Infosystems LLC is subsidiary of HCL Infosystems Ltd.

***Senior Accountant***

* Posting Sales, Purchase Invoice, cash & bank vouchers, debit, credit note using SAP FICO module
* Processing, and verification of receipts, payments, refunds, others records
* Reconciliation of Vendor’s as well as the Debtors & Preparation of ageing reports
* Customers outstanding balance clear by Receipt’s vouchers
* Maintain the Prepaid balance of the Debtors and Vendors
* Preparation of Cash flow and Bank Reconciliation statement on monthly basis.
* Reviewing and processing revenue recognition for AMC contracts on monthly basis
* Reconciliation of General Ledger accounts including Intercompany accounts.
* Posting monthly Payroll ,Provision entries (COG, Bad debt, Leave salaries, Gratuity, air tickets, Incentives)
* In charge for reimbursement of department’s wise petty cash and staff personnel claims, make computations and analysis to proceed with approval for departments and keeping confirmation from receipts.
* Preparation of L/C, T/R Payment, and TT fund transfer and BG.
* Maintaining day-to-day cash inflows and outflows
* Maintaining project wise revenue, cost and margin report on monthly basis and forwarding to management.
* Preparation of consolidated report for Order booking, billing & collections of sales representative wise on monthly, Quarterly, Yearly basis.
* Payroll Salary processing through WPS
* Coordinate with the auditors, internal controllers and ensures the fulfilment of all their requests
* Managed the Fixed Asset Register while adhering to financial regulations and policies & was responsible in the submission of monthly Fixed Asset Register and report to the management
* Handle month end closing activities and reports -Ensure all the transactions are recorded as per Accounting
* Prepare monthly, analyze and interpret financial reports, statements and records (e.g.Balance sheets, profit and loss statements, amortization and depreciation schedules,etc)



**IMD Consulting (Audit Firm) Dubai – UAE Jun 2008 – Jan 2010**

***Public Accountant Accounting*** Record all financial transactions into appropriate accounts of multiple types of companies such as receipts, payments, purchase, sales invoices, debit credit note and expenses. Reconciliation of Vendor’s as well as the Debtors & Preparation of ageing reports Preparation of Cash flow and Bank Reconciliation statement  Maintenance of Fixed asset registers and accounting depreciation on monthly basis Prepare monthly, analyze, and interpret financial reports, statements and records (e.g. Balance sheets, profit and loss statements, amortization and depreciation schedules, etc.

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***Auditing*** Preparation of Audits Schedules and checking accounting ledgers, receipts, payments, daily expenses and calculation of depreciation and amortization and assisting senior auditor in finalization Preparation of financial report of clients and assisting senior auditor in Finalization Scheduled client appointments and maintained up-to-date confidential client files

**Sayani Surgical, Hyderabad – India Apr 2006 – Mar 2008**

***Accounts Assistant***

Record all financials transactions into appropriate accounts and maintained bank balances.Arranging for collection and follow-up with costumers Verification & processing of all supplier paymentsPreparing Bank Reconciliation Statement on monthly basis Handling petty cash and maintaining petty cash register Calculating Depreciation, amortization assisting Senior Accountant in finalization.Filled out order invoices and prepared client sales invoice

* **Post Graduate** :**MBA ( Finance )** from Xavier’s Institute of

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Management Studies Hyderabad - India, **2014 – 2016**

* **Graduation** : **Bachelor of Commerce (B.Com**) from Osmania University

Hyderabad – India, **2003 – 2006**

* **Accounting Packages** :Tally 7.2 ERP 9, Focus5, Wings & Peachtree 2013
* **Software Application** :Ms-Office, DTP & Typewriting (40 WPM)

**ERP SAP (Finance & Controlling Module)**

Successfully completed **SAP FICO** from LCC Infotech, Hyderabad – India.

General Ledger, Accounts Payable, Accounts Receivables, Asset Accounting, Cost Element Accounting, Cost Centre Accounting, Profit Centre Accounting, Internal controls

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* Ability to work effectively in cross-functional teams
* Self-going with initiative, energy and flexibility
* Goal oriented with focus on deliverables
* Proficient in MS Office: Excel, Word, PowerPoint
* With excellent interpersonal and communications skills, fluent in English
* With high analytical and mathematical skills
* With the ability to multi-task, work in fast-paced, high volume environment while organizing and maintaining confidential files

**PERSONAL INFORMATION**

Date of Birth : Jan 16th, 1986

Languages Known : English, Hindi, and Urdu

Nationality : Indian

Marital Status : Married

Visa Status : Visit Visa till 14th Mar-2018

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