**RESUME**

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| **SYEDA**  **EMAIL:** [syeda.376662@2freemail.com](mailto:syeda.376662@2freemail.com)  **address:**united ARAB EMIRATES  **VISA STATUS: DEPENDANT VISA (HusBAND)**  **C/o-Contact #** 971-504973598 |  |

**Career Objective:**

To obtain and secure a position that will enable me to use my organizational skills, my ability to work well with people, quick learning skills, to have the opportunity to learn and improve my skills thatwill help me achieve personal as well as organization goals.

**Career Profile:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written, verbal communication and presentation skills with persuasive & convincing abilities to achieve optimum result.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.
* Adaptive to any kind of work& Hardworking.

**Education and Technical Skills:**

* **MBA** in Financial Management, from Indira Gandhi National Open University[IGNOU] in June 2014.
* **M.Com** from Indira Gandhi National Open University[IGNOU] in June 2011.
* **B.Com** from Jyoti Nivas College [JNC], Bangalore University in April 2009.
* Certified course on **Advanced Excel and Visual Basic Application (MACROS)** from Ally Tech Services, Bangalore in Nov 2017.

**ERPs:** CITRIX applications, Lawson ERP Financial Suite, Workdesk,

Microsoft Dynamics Navision 2013

Microsoft Dynamics Navision (Nav 5.0)

**Professional Experience:**

1. **Al Manama Group Of Companies, Head Office, Ajman UAE**

Al Manama is in UAE more than 30 years engaged in retail business and owning educational Institutions.

**Designation**: Store Accountant (November 2013-Present)

**Responsibilities:** Reporting to Management (MIS Reporting) and Purchasing:

* Analyzing, examining, and interpreting accounting records, financial information, and reconciling reports and financial data
* Performed process analysis,provide Daily, Monthly and Yearly Sales Analysis Report, Sales Vs Purchase Analysis Reports, Budget Reports, Budget Achievement Analysis Report, to the Stores and communicated recommendations to management.
* Reconciling Store Accounts, Created financial reports and supported all areas of responsibility, and Profit & Loss account for all stores under Al Manama Group of Companies license.
* Quarterly Analysis Reports to Management :

1. Vendor Trading Agreement Analysis-Score Card for tracking Progress
   1. Sales & Purchase Analysis Report
2. GP Analysis Report
3. Budget Analysis Reports

* Responsible for working on Budgeting and Forecasting of funds and suggesting requirements of funds for upcoming Projects.
* Assist the Departments heads in keeping account of the Vendors Trade Agreements, work on collection of discounts and rentals by preparing yearly and Monthly Score card for each Supplier for making BDA-Business Development Agreements.
* Verifying payments made to suppliers to check the accuracy of payments made.
* Work on automation process for reducing time & simplify process, with the help of Excel Macros/ VBA-Visual Basic Application.
* Assisting Accounts Manager in Year End Audit related Reports and Data analysis for All the Stores, Warehouses and its Sister concerns.
* Assisting General Manager with the CAPEX-Capital and Expenditure forecast for opening New Outlets
* Adhered to departmental controls and regulations maintain ethical conduct at all times

**Purchasing Responsibilities:**

* Handling the imports and exports of Non Food items from India China & Thailand.
* Handling Consignments goods and creating Purchase Orders/arranging Payments to the suppliers as per the consignment Agreements
* Assisting in Purchasing of Assets for New Outlets by taking quotations/comparing the quotations and finalising the orders.
* Assisting Department’s heads and managers in handling promotions of product and tracking the Purchase, Sale and Losses.
* Tracking the Non Moving items and Returning the Goods to Supplier

1. **Sevenseas Water Purification Equip &Trdg.** UAQ, UAE

**Designation:** Part Time Accountant (July 2013 to October 2013)

**Responsibilities:**

* Responsible for handling Petty Cash and preparing Daily Cash Statements.
* Preparation of Purchase Orders, Invoices, Credit Notes, preparation of Vendor Statements and scheduling their payments.
* Managed financial departments with responsibility for Budgets, Forecasting, Accounts Payable and Receivable.
* Ensured compliance with accounting deadlines.
* Coordinated monthly payroll functions for employees.
* Liaised with bankers and solicitors regarding financial transactions.

1. **Target Corporation Pvt. Ltd, Headquarters, Bangalore, India**

Target is the second largest discount retailer in the United States. The company is ranked at number 28 on the Fortune 500 as of 2009. Target India is the global extension of a $64.9 billion General Merchandise Retailing Business that is one of the most admired companies in the United States.

**Designation:** Sr. Executive Merchandise Payable, (June 2009 – 26th April 2013)

Joined as Associate Merchandise Payable in June 2009 and was promoted to Executive Merchandise Payable April 2011 and as Sr. Executive Merchandise Payable from June 2012 till 26th April 2013.

**Responsibilities:**

* Hands on experience in handling Accounts Payable and internal audit to analyze activities that involve understanding the process and testing the Business Controls and reporting results.
* Reconciliation of vendor accounts, processing invoices for payment. Having a clear understanding of Service Level Agreements (SLA) and resolve issues related to existing agreements. Ensuring accurate and timely vendor payment. Take leadership to resolve payment conflicts and negotiate payment settlements when appropriate.
* Analyze reports pertaining to Merchandise Payable, Work on Individual performance vendors and improve the system match rate by identifying the areas of improvement and trend in shipment.
* To provide guidance and direct the team in relation to bridging the gap in terms of process understanding/Knowledge. SME-Subject Matter Expert for Toys Workflow and Handling a Team of 9 Team Members. Allocation of workload to Team Members on daily basis and keep a track of their performance, provide refresher trainings and to improve accuracy of the whole Team. Prioritize issues, based on urgency, while meeting monthly deadlinesand getting it done on timely basis. Work with TTS/Support to resolve system issues.
* Partnering with Business Teams, Inventory Accounting, Stores and Distribution Centre's to develop process/procedural improvements to reduce future PODs.
* To educate and update the process changes and to perform random audits to ensure effectiveness of the controls and to mitigate any loopholes proactively.
* Working with the Accounts Payable Teams on Receipt write off Project which involves researching proactively for making proactive payments to maintain positive relations with the vendors and help in reducing the amount of receipts getting written off from the Lawson System.

**Career Highlights:**

Top performer in Target India and I hold the record for receiving the number of **“STAR OF THE MONTH”** awards, “**METRICS MAESTRO AWARDS**” for Outstanding performance and **“THE WALL AWARD”** for consistent Performance and received several **Great Team Cards** from Managers for the performance and accuracy. Received **“Partners’ Choice Award”** from the Team in Minneapolis (Target’s Head Quarters) and **“Leader’s Choice Award”** from the Team in India for achieving highest productivity within stipulated period and Mentoring new Team members on complicated vendors.

**Personal Details:**

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| **DATE OF BIRTH** | : | 02/11/1986 |
| **NATIONALITY** | : | Indian |
| **RELIGION** | : | Islam |
| **MARITAL**  **STATUS** | : | Married |
| **LANGUAGES KNOWN** | : | English, Hindi, Kannada and Urdu |
| **VISA STATUS** | : | Dependent Visa (Husband’s Sponsor) |
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**I hereby declare that all the information furnished above is relevant and provided to the best of my knowledge.**

**Place: UAE**

**SYEDA**