# Curriculum Vitae

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LIYAKHATH

E-mail: [liyakhath.377979@2freemail.com](mailto:liyakhath.377979@2freemail.com)

C/o-Mobile No: +971504973598

**VISATYPE:** VISIT VISA

**CARRER OBJECTIVE:**

Seeking for a position in an organization where I can utilize my abilities and professional strength in the fields of finance & accounts which offers growth besides being resourceful, innovative and flexible.

**ACADEMIC QUALIFICATIONS:**

* **Master of Business Administration(M.B.A) Finance from Osmania University Hyd,India**
* **Bachelor of Commerce (B.COM) from Kakatiya University Warangal**.

**PROFESSIONAL EXPERIENCE:**

**Worked as anAccountant at M/s. RED BEACONS CONTRACTING EST (RCE), JEDDAH, KSA**

**FromMar 2016 to May 2017**

Job Responsibilities:-

* Issuing Local and Overseas Purchase orders to the suppliers.
* Issuing sales Invoice after receiving orders from the customers.
* Preparing cash and bank vouchers for payments and receipts.
* Maintaining the Preliminary book on day to day business transactions.
* Preparing Debit Note and Credit Note for returns.
* Quotation analyzing with the higher authorities.
* Preparation of Bank Reconciliation Statement every month.
* Preparation monthly sales report
* Maintaining petty cash
* Contacting clients and reminding them to ensure timely payments.
* Managing all accounting operations based on accounting principles.
* Cross checking of invoices against the GRN’s.
* Maintaining Accounts receivable and Accounts payable schedules.
* Maintaining monthly stock report.
* Providing incentives to the sales Department.
* Submitting all the necessary documents for the yearly auditing.

**PREVIOUS EXPERIENCE:**

**Worked as a Financial Operation Analyst (Oracle People Soft) GENPACT, Hyderabad, India**

**FromJune 2010 to February 2016**

**Job Responsibilities:-**

* Monitoring Daily, Weekly and Monthly Financial activities.
* Updating the cash AR payments of customers using Oracle PeopleSoft application.
* Identification of customers according to various Group activities & Policy taken by them
* Running weekly and Monthly Queries to identify the Delinquent customers through PeopleSoft account receivable on the basis of Tolerance.
* Preparing outstanding statements every month
* Downloading queries from PeopleSoft and then sending warning letters& termination letters to customers.
* Motivating Customers as per there Policy Activations
* Highlighting the problems of Delinquent policy holders.
* Sending final invoice letters to Receivable management services for collection of outstanding payments from the customers.
* Conducting team meeting for discussing about the weekly working plan.
* Allocating the Resources as per the schedule to achieve the targets.
* Maintaining accuracy, timeliness & productivity as per Service level agreement.
* Providing necessary information about the process activity to the leadership & Clients.

**TECHNICAL PROFICIENCIES:**

* Application: Oracle PeopleSoft Account Receivable(PSR), Tally ERP,SAP
* Familiar with Microsoft Word, Excel, PowerPoint and the Internet
* Fast Typing Speed.

**STRENGTH:**

* Confident and Hardworking Personality.
* Willingness to learn and Posses fast Learning ability
* Good team player, Strong team orientation qualities.
* Motivation and Hardworking nature.

**PERSONAL DETAILS*:***

* Date of Birth : 21st JUNE 1983
* Nationality : Indian
* Languages Known : English, Hindi, Urdu & Telugu
* Visa Type : Visit Visa