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**Imtiyaz**

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Dubai – United Arab Emirates

**ACCOUNTANT | ACCOUNTING OFFICER**

## CAREER SUMMARY

 A dynamic and results-oriented Financial & Accounts Management Executive with 2+ years’ rich experience in finance management, accounting operation, cash management, operations management, reconciliation statements, creditor/debtors management, investment analysis and relationship management.

 Exceptional overall financial perspective, demonstrated ability to exceed goals, and a proven history of providing valuable financial advice.

 Dexterous in conducting audits, verifying operational efficiency, evaluating internal control systems with proven ability to formulating audit plans, schedules and preparation of audit reports after inspection of books of accounts while giving recommendations for improving internal control.

 An effective communicator with excellent relationship building & interpersonal skills coupled with strong analytical, problem solving & organizational abilities. Strong ability to influence thinking, forge strategic alliances and build consensus.

**CAREER HISTORY**

 **Accountant** – Ajwa World Trade – Hyderabad, India Sep 2016 – Jan2018

 **Accounts Executive** – Highlight Electrical Construction – Mahabub Nagar, India Jun 2015 – Jul 2016

## DOMAIN SKILLS & RESPONSIBILITIES

**Accountant:**

Preparation of Financial Statements i.e. (P&L A/c, Balance Sheet & Cash flow Statement)

Reconciliation: Bank Reconciliation, Credit Card Reconciliation and GL Reconciliation.

Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.

General Ledger Accounting: Preparation and control over the monthly accounting closing schedule,

 Calculation and recording of depreciation and amortization.

Processing of LPOs, and monthly reconciliations of Creditor statements with our books of accounts

 including aging analysis.

Preparing monthly MIS and analyzing the reports regularly and submission of the reports to the Director.

Verification of Invoices, Stock Register and Physical Stock.

Contribute to team effort by accomplishing related results as needed.

## Accounts Executive:

 Preparation and Verification of vouchers.

 Bank books, cash book, journal vouchers were verified during vouching.

 I had done an audit on physical verification of fixed assets, physical verification of cash and verified sales

 Statement.

  I had been assigned for the work of preparation of internal audit report.

  Track day-to- day expenditure.

 Checked and inspected the accuracy of accounts receivables and payable ledgers.

  From vouching I learnt how to make internal control on misappropriation of cash.

## EDUCATION

 **MBA in Finance** | Jawaharlal Nehru Technological University, Hyderabad | 2016

 **B.Com** | Palamuru University, Mahabub Nagar | 2013

## PROFESSIONAL CERTIFICATIONS & TRAININGS

 Expertise in BRS (Bank Reconciliation Statement)

 Excellent MS Office Skills, Internet Browsing

 Working knowledge on ERP software packages like **Tally, Focus, QuickBooks and Miracle.**

## MANAGERIAL

**STRENGTHS**

 Able to work independently in a fast paced and rapidly changing environment.

 Profound knowledge of accounting standards & principles.

 IT literate and proficient in Bank Reconciliation Statement.

## PERSONAL

 Able to cope with pressure and work in a fast paced environment.

 Willing and capable of learning and adapting quickly.

 High level of personal organization and time management skills.

 Ability to always maintain self-motivation and be consistently pro-active.

**PERSONAL DETAILS**

**Date of Birth:** 12.06.1990

**Nationality:** Indian

**Languages:** English, Urdu, Hindi, Telugu.

**REFERENCES ARE PROVIDED UPON REQUEST**