**RESUME**

**Azeem**

**Azeem.379621@2freemail.com**

**CAREER OVERVIEW**

A Finance Professional with experience, worked for a Multinational Company in order to gain an expertise knowledge in Finance and Accounts. I have a proven track record of developing new business and motivating teams to consistently exceed targets. I have completed a Masters of Business Administration with Finance and now seeking a new professional challenge.

**EDUCATIONAL QUALIFICATION**

* Master of Business Administration with Finance from Osmania University Hyderabad, India.
* Bachelor Degree in Commerce from Osmania University Hyderabad, India.
* Intermediate (10+2) Commerce from Board of Intermediate, Hyderabad, India.
* SSC from Board of Secondary Education, Hyderabad, India.

**EXPERIENCE HIGHLIGHTS**

* Worked as **Process Associate** in **Genpact India Pvt Ltd,** Hyderabad, India

27-04-2016 to 24-05-2017.

**EXPERIENCE SUMMARY**

**Experience at Genpact India Pvt Ltd**

**My Role: General Accountant from 27-04-2016 to till 24-05-2017**

**General Accounting:**

* Real estate & Personal property Accruals posted monthly.
* Reviewed Water & Sewer on a quarterly basis and posted adjustment entries.
* Reviewed Manual Bank Reconciliation monthly.
* Prepared DO fund document monthly.
* Reviewed M&R.
* Posted Sold Store entries
* Petty cash write off communication through mail.
* Reviewed Billable sales and contacted store Manager for collection.
* Reviewed P&L line item on monthly basis.
* Reviewed Rev AR on a monthly basis.
* Wd-1 accruals posting on monthly basis by analyzing P&L item.
* Reviewed sales on day to day basis and audit deposit made into the bank.
* Based on necessity created invoices in oracle for payment or receivables.
* Audited the documents of insurance claims and sent to third party for reimbursement.
* Posted necessary entries in P&L and Trail balance through oracle.
* Answered the queries from customer related to P&L, Invoice, recodes and sales.

**Skills**

* Excellent interpersonal skills
* Team building skills
* Bookkeeping skills
* Analytical and problem-solving skills
* Decision making skills
* Effective verbal and listening communications skills
* Attention to detail and high level of accuracy
* Very effective organizational skills
* Effective written communications skills
* Computer skills including the ability to operate computerized accounting, spreadsheet and

Word processing programs and email at a highly proficient level

* Time management skills.
* Knowledge on VAT.
* Knowledge on Quick book.

**Computer Exposure**

* **Operating System** : Windows All versions & MS–DOS
* **Application Packages** : Advanced MS-Office (MS-Excel, MS-Word, MS-

 Power Point, MS-Outlook Express)

* **Accounting Package** : Tally ERP, Focus, and Wing.

**Personal Profile**

Date of birth : 17-06-1991

Marital Status : Single

Nationality : Indian

Linguistic proficiency : English, Hindi, Telugu, Urdu

Avocation : Swimming, Cycling, Kabaddi

Strengths : Flexible, Confident, Hardworking & Friendly