**CURRICULUM VITAE**

**Aamir **

Email: [aamir.380243@2freemail.com](mailto:aamir.380243@2freemail.com)

Solid background in auditing, tracking and controlling finical operational expenditure experience in customer service accounts payable accounts payable data entry and office administration, Demonstrated financial trouble shooting skills with proven ability to clarify situation, Exceptional work ethic and term player attitude.

**Professional synopsis**

1. Result-oriented lean certified professional with over **8 year** experience in Finance and Accounting.
2. Work with **AL-RAJHI BANK more than 5 yrs.** as Management Trainee **SAUDI ARABIA.**

# Key Skills and Functional Areas

Experience in the areas of **Accounts Payable, Accounts Receivables**, General Accounting, Variance Analysis, Forecasting, Budgeting, Planning, Time Management and Adhoc reports.

Responsible for preparing management reporting pack; accurately meeting the internal deadlines

Coordinate with Operation and project teams for preparing detailed analysis which facilitates management in effective decision-making.

Result-oriented with an ability to meet tight deadlines and capable to work efficiently and independently in under pressure situations.

Strong team player with excellent relationship building and analytical skills.

VAT documentation and Filing of Returns on Quarterly Basis.

**Career Contour**

**AL-RAJHI BANKING AND INVESTMENT CORPORATION, SAUDI ARABIA).**

**From July, 2012 to 2018 Jan. Roles and Responsibilities:**

* On Daily Basis making report of branch and transfer the profit, commission into the certain account.
* Measuring all financial operations including financial statements, expenses, and requests**.**
* Make Electronic fund transfer around the World through direct and indirect banks.
* Dealing with diversified customers and fulfilling their requirements.
* Generating P & L reports and balance sheets.
* Responsible for ATM works.
* Transactions made Hard Cash as well as debiting from current A/c.
* Reported any variance concerns to supervisor.

Bidding with the new joiners and making them acquaint with the organizational policies and helping them to understand their respective portfolio of activities.

**GENPACT India (Corporate Auditor (AP / AR) Mar 2010 to July-12**

**Roles and Responsibilities:**

Conducted audits of multiple bank branches Corp. throughout

- Worked as part of 12-member team gathering and reviewing data, interviewing employees, identifying possible discrepancies/errors/fraud, and writing analysis reports.

- Ensured that branches were adhering to established bank policies, procedures, and regulations.

- Suggested changes to accounting system to minimize fraud possibilities.

- Reported any variance concerns to supervisor.

**Organizational Profile**

1. Leading Management call, Month End Cash Analysis call with Process Owner & Process Controller from Atlanta.
2. Primarily reviewing the Reconciliation of GE Capital Retail bank PLCC Business.
3. Works for Ad hoc query from client (Audit & Process requirement).
4. Coordination with Atlanta & Orlando GE Capital USA team regarding daily deliverables.
5. Supporting role for various Cash and Suspense reconciliation.

**American Express (AMEX) Feb, 2009 to March 2010**

**Roles and Responsibilities:**

Responsible for daily, weekly, and monthly account activities including timely and accurate **accounts payable, accounts receivable**, cash receipts, disbursements, invoicing, and preparation of daily bank deposits.

* Responsible for preparation of ageing report (both receivable and payables) and prompt action upon its due date; Follow up with debtors for invoices settlements in a timely manner
* Regularly monitor banks statements to investigate outstanding items and take corrective actions and follow up for their clearance.
* Responsible for liaising with internal and external auditors to ensure smooth completion of their work.
* Create and maintain highly effective organization and filing system, resulting in easy access to critical information and streamline office functionality.
* Analyzing business results and delivering variance analysis report to management on periodic basis.
* Invoice Discounting with Banks.
* Rigorous follow up with Customers for the due payments.
* Other tasks assigned from time to time by the senior management.

**Achievements**

1. Won the best performer of the month within three month.
2. Rewarded as “Exemplary Performance Award” in July 2010.
3. Rewarded from Customer Award in June’2011.

**Professional training & Course Attended:**

Completed Courses of SAMA regarding rules, regulations, guidelines and policies related to banking operations in KSA

1. Reconciliation training for the GE Money America.
2. Lean & Six Sigma.
3. Excel & Email Writing
4. Customer Centricity
5. Emerging Excellence

**Academic Credential**

* Bachelor of commerce.(Hons)
* Certificate in Computer industrial Accounting from ICA.

**Computer Literacy**

Advance : MS office, Windows, Internet,

Accounting : SAP ERP in FICO, Oracle, Fact, and Tally.

**Personal Details**

Date of Birth : 09th Jan 1986

Nationality : Indian.

Visa Status : Visit Visa

Language known : English, Arabic, Hindi, Urdu

Driving License : Saudi Arabia, India.

Everybody should have the aim and they want procurement in his/her life, with an enthusiasm tic atmosphere with an acquiring organization. To achieve greatness we should be passionate about our beliefs. You always found positive response from my end and passion about my work and my AIM.