**OVAIS** 

**DUBAI, UAE**

**E-mail:** **ovais.383930@2freemail.com**

Visa Status: Visit Visa.

**Career Objective**

Seeking a challenging position in the organization whereby I can apply acquired skills & experience by working in a team environment and leading it, thereby continuously growing and contributing to the objectives of the organization.

**Summary**

* Highly Competent, Dynamic and qualified professionalwith **2 years of experience in Finance and Accounts,** having exposure in end to end **Record to ReconcileProcess (Cash Module, Journal Entries, Reconciliations, AP, AR and Concentration account handling)**
* Strong beliefs in **‘Integrity’ & hard work,** Skilled in **interfacing with clients** internal & external**.**
* Worked with multinational corporation**Accenture Solutions Pvt. Ltd, Noida, INDIA as a Subject Matter Expert in Record to Reconcile.**

**Work Experience**

1. **Company: Accenture Solutions Pvt. Ltd ( Serving CEVA Freight and Contract Logistics, Avery Dennison)**

**Location: Noida (India)**

 **Duration: Nov-2016 to till date**

 **Designation: General Accounting Operations Associate**

 **Profile: Cash $ Bank Handling**

 **ERP: Oracle**

**Key Responsibilities**

* Associated with **Record to Reconcile** Process.
* Responsible for **Cash And Bank related Activities**for USA & CANADA Region on daily, weekly and monthly basis.
* Non AR Activity and Reconciliation in Oracle R11.
* Preparations of TB variance analysis .In this report we compare current month value with prior month and give explanation for variance exceeding our threshold.
* Preparation of Global Sampling Products variance Report.
* Preparations of Concur Funding analysis.
* Cash Management Reconciliation of the bank accounts.
* Invoice Processing & Query Resolution.
* Foreign Exchange variances.

**Journal entries:**

* Preparation of journal entries for Foreign Exchange Reconciliation.
* Preparation and posting journals for concur funding
* Preparing and posting of surplus and shortfall entries
* Preparing and posting of journals for Non-AR.
* Preparing and posting of journals for accruals.
* Preparation of journal entries for Funding.

**Qualification Details**

* **M.com from Jamia Millia Islamia**
* **B.Com(H)(Bachelor With Honours in Commerce)** from Delhi University in 2016.
* **Intermediate XIIth(CBSE Board**) in 2013
* **Matriculation Xth(NIOS Board**) in 2010.

**Additional Knowledge & Skills**

* ERP Knowledge**: SAP, Oracle &MOFS.**
* Computer proficiency**: Proficient in Ms-office & Ms-Excel.**

**Achievements & Awards**

* Got pat on back award for Reconciliations without variance.
* Numerous appreciation emails from client side.

**Highlights**

* Good interpersonal communication skills
* Adaptability and Honesty towards work

**Personal Details**

* **Date of Birth**: 4th January 1994
* **Marital Status**: Unmarried.
* **Nationality**: Indian
* **Visa Status**: Visit Visa

**Declaration**

**I confirm that the information provided by me is true to the best of my knowledge and belief.**