CURRICULUM VITAE

**Sibgathullah**

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**CAREER OBJECTIVE**

Looking for a high quality environment where my knowledge and skills can be shared and enriched. I would like to utilize my skills and talent for the benefit of the organization to achieve its goals as well as attaining self-growth in my career

**PROFESSIONAL PROFILE**

Having around 3+ years of Professional Expertise in the field of Finance and Accounts division in UAE, with my professional positive attitude and committed to excellence, having sound knowledge of accounting techniques and further possessing hands on experience in Accounting Packages & ERP Solutions and had worked on Tally ERP 9.0

**ACADEMIC QUALIFICATION**

* **M.B.A** master of business administration from Osmania University-Hyderabad (with Finance as specialization)
* **B.com (comp)** from Osmania University-Hyderabad (with computers as specialization)
* **Intermediate** from board of intermediate–Hyderabad
* **S.S.C.** from Board of Secondary Education- Hyderabad
* **Diploma in Accounting** from VS institute of Accounting (Nizamabad)
* **Oracle finance** from version institute of technology –Hyderabad.

**PROFESSIONAL WORK HISTORY**

**Organization : Brighter Horizon Group (Dubai).**

**Designation : Accountant General**

**Duration : July 2015 – August 2018**

**Duties & Responsibilities:**

* Maintain and update the financial records of the company.
* Verify all the Invoices and Delivery Notes prepared on daily basis**.**
* Record payments with supporting documents such as cheque copies, Cash Acknowledgement Slip or supporting documents.
* Record purchase invoice into the ledger by verifying purchase order.
* Preparing receipt vouchers, payment vouchers, petty cash vouchers, journal vouchers and statement of accounts for the customers.
* Handling the Debit Notes & Credit Notes of the customers.
* Generate daily report detailing paid and unpaid invoices and list out the unpaid invoices.
* Reconcile the accounts receivable ledger to ensure that all payments are accounted and properly posted and scrutinize any discrepancies by checking bills, invoices, sales receipts and bank deposit records on daily basis.
* Follow up of customers for release of early payments (via telephone, email, personal meetings).
* Processing the payments to vendors by monitoring discount opportunities, scheduling and preparing checks, resolving purchase order, Invoice, or payment discrepancies and documentation and ensure that credit is received.
* Generate ageing analysis report and review AR/AP ageing on monthly basis.
* Maintain accurate and effective record relative to the AR/AP function in accordance with records.
* Handling LC register and opening of LC’s for our customers.
* Reconciliation of bank statements and investigate the discrepancies.
* Monitoring the funds position in all the bank on daily basis.
* Performed cash reconciliation of petty cash on monthly basis.
* Ensure the completeness and accuracy of expenses and ensure that expenses remain within limit.
* Prepare financial statements on monthly basis, which shows the performance.
* Calculate sales person’s commission and evaluate their performance on monthly basis.
* Reconciling of all the control accounts like accounts receivable, accounts payable, accrual account, Payroll account and suspense account.
* Preparing the cash flow and fund flow on monthly basis.
* Finalization of accounts (Trail balance, Trading Profit & Loss a/c and Balance sheet etc.)
* Monthly Physical verification of stock and tracing the variations in stocks.
* After tracing of variation in stock, passing the stock adjustment entries for the discrepancies.
* Control Inventory and reviewing its movement ensure that it must be up-to-date.
* Other administrative duties as and when assigned.

**EXPERIENCE**

Organization : Diamond Sales Corporation (Hyderabad)

Company Type : FMCG

Designation : Accountant

Duration : 2 years

**Duties & Responsibilities:**

* Responsible for managing all aspects of company bookkeeping, accounts receivables, accounts payables, financial reports, stock related reports etc.
* Maintain and update the financial records of the company
* Preparing receipt vouchers, payment vouchers, journal vouchers and statement of accounts for the clients/customers
* Entries for closing the books of accounts – Monthly
* Preparing the payrolls on monthly basis
* Review of accounts receivables of all divisions on a monthly basis, follow-up for all accounts receivable, reconciliation with customers and account adjustments. Supervision of debt collectors
* Assisting senior accountant in preparation of MIS.
* Reconciliation of all the control a/c’s, Suspense a/c, Accrual a/c’s etc.
* Handling the debit notes & credits notes.
* Preparation of Invoices.
* Monthly verification of stock, bank reconciliation, debtors and creditors accounts

**KEY SKILLS**

* Good communication skills
* Comprehensive Problem-solving ability
* Starting, Motivated and willing learner
* Deadline oriented, responsible and a committed supervisor
* Good command on MS-Office

**COMPUTER KNOWLEDGE**

* Accounting Packages: Tally, Peachtree, Focus, Oracle Financials 12,
* MS-Office, (word, excel, power point, Access).

**PERSONAL INFORMATION**

**Date of Birth** : 10-01-1990

**Marital Status** : Single

**Gender**  : Male

**Nationality** : Indian