** Subhani**

**Email :** **subhani-390278@2freemail.com**

**CAREER OBJECTIVE:**

To work for prestigious organization where I can impart my functional skills and expertise in the field of Accounts and be part of a dynamic, dedicated and hardworking hand-in-hand for the realization of the company’s ultimate goals and objectives.

**CAREER PROFILE/SKILLS:**

* **4.5 years of practical experience In Microsoft Dynamics ERP AX2012 and 2 years experience on Tally.ERP9**
* **Professional experience in the field of accounts and proficiency in general ledger posting, bank reconciliation, customer and supplier reconciliation, Inter-company reconciliation, data view, payroll posting and Financial reporting which includes Profit and Loss accounts, Balance sheet and Cash flow statement.**

**PROFESSIONAL WORK EXPERIENCE:**

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| **Organization** | **:** | **Redco Construction Almana - Doha, Qatar** |
| **Designation** | **:** | Accountant |
| **Tenure** | **:** | September 2013 – March 2018 |

**Responsibilities:**

* Prepared monthly Financial report like Profit and Loss account, Balance sheet and Cash flow statement.
* Prepared month end closings for depreciation, provisions, accruals and prepayments
* Verifying leave salary and gratuity calculations before creating the payment entry in the system
* Posting and processing journal entries of purchase invoices, sales invoices, payments, receipts, petty cash voucher
* Prepared accounts payable and accounts receivables ageing report
* Prepared weekly/monthly bank reconciliation statement for updating the bank balance
* Prepared monthly inter-company reconciliation
* Prepared monthly ERP cost details report according to cost code, cost category and division wise
* Prepared monthly cost summary report which includes manpower, materials, subcontractors and other project cost

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| **Organization** | **:** | **Anand Metallics and Power (P) Ltd – Hyderabad, India** |
| **Designation** | **:** | Accountant |
| **Tenure** | **:** | July 2011 – June 2013 |

**Responsibilities:**

* Posting day to day journal entries and update of invoice posting in ERP system to ensure all business transactions are recorded
* Prepared monthly supplier and customer reconciliation
* Prepared general ledger operations and accounting of daily bank transactions
* Prepared value added tax (VAT) reconciliation
* Maintained petty cash transactions disbursements and receipts
* Assist in month end and year end closing process

**ACADEMIC EDUCATION:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DEGREE/CERTIFICATION** |  |  | **EXAMINING BODY:** |  | **YEAR** |  |
|  |  |  |  |  |  |  |  |  |
|  | Masters of Business Administration (MBA) |  | Chennai University |  | 2010 |  |
|  | Masters of Commerce (M.Com) |  | Osmania University |  | 2009 |  |
|  | Bachelor of Commerce (B.Com) |  | Osmania University |  | 2006 |  |

**CERTIFICATION/ADDITIONAL SKILLS:**

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| ➢ | **ERP - Accounting Packages** | **:** Microsoft Dynamics ERP AX2012, Tally.ERP9, Quick Books, SAP-FICO |
| ➢ | **MS Office** | **:** All versions, esp. MS Word, MS Power Point and MS Excel |
| ➢ | **MS Excel** | **:** Well-versed with V-Lookup, MS Formulas, Macros, Pivot Table, |
|  |  | Presentations w.r.t. Analysis |
| ➢ | **Operating System** | **:** Windows10, Windows 7 |

**PERSONAL INFORMATION:**

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| **Father’s Name** | : | ABDUL MAZEED |
| **Date of Birth** | : | 11/07/1985 |
| **Nationality** | : | Indian |
| **Languages Known** | : | English, Urdu, Hindi, Telugu |