**CURRICULUM VITAE**



**MUBEEN**

Contact No- [mubeen-394023@2freemail.com](mailto:mubeen-394023@2freemail.com)



**OBJECTIVE:**

To be a part of your esteemed organization in which I can make a significant contribution by virtue of my hard work, sincerity & analytical bent of mind. Looking for a position offering personal growth, challenge and responsibility, where my talents can be effectively utilized.

**PROFILE SUMMARY:**

* Sound knowledge in Accounts Payable and Accounts Receivable
* Accounting and Maintenance books of accounts
* Well versed in Financial principles, procedures and practices
* Preparing Bank Reconciliations
* Knowledge in Forecasting and analysis of Profit and loss accounts GL and Balance sheet

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| **WORK EXPERIENCE:** |  |  |
| Designation | : | Accountant |
| Duration | : | July 2016 to June 2019 |

**WORK PROFILE:**

* Ensuring that accounting transactions are booked accurately in accordance with Accounting Standards and Procedures
* Day to day accounting work includes entries of Purchase, Sales, and daily expense and adjustment entries
* Invoice posting after 3 ways of checking PO, GRN and Invoice
* Handling petty cash and cash advances
* Ensuring that all Invoices of Trading and Non-Trading Suppliers are booked with respective GL’s, Cost Centers and Location Codes
* Monitoring the Ageing of Accounts Payable
* Assist in reviewing expenses actual vs budget and preparing analysis sheet
* Reviewing and verifying accuracy of any financial data received and /or forwarded
* Vendors Payment, Reconciliations and Respond to all A/P Discrepancies
* Process all payments and bank transactions and reconcile bank accounts with the accounting books
* Preparation of Vendor Reconciliation Statement
* Postings of Bank Receipts and bank Payments
* Preparation of monthly Bank Reconciliation statement
* Follow credit policy and payment terms set for receivables to ensure timely collections
* General Ledger Scrutiny and Reconciliations
* Postings of monthly Accruals, Prepayments and Closing adjustment entries
* Coordination with internal and external auditors to complete audit process
* Assisting in payroll process such as validating attendance, employee advance deductions and posting entries
* Assisting senior accountant for moth end and year end closing for preparing the required schedules
* Familiar with VAT, GST Income Tax Procedures and Submittals
* Ensured compliance with accounting deadlines
* Administered online banking functions
* Knowledge Import & Export with all documentations
* Coordinate with the branches and collecting reports on daily basis
* Maintain accurate and systematic records of all documents and adhere to companies’ policies and procedures
* Processing the refund claim and keeping in the view rules and regulations of the company



**ACADEMIC DETAILS**

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| **COURSE** | **INSTITUTE** | **UNIVERSITY** | **YEAR** |  | **%** |
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|  | Alluri Institute of |  |  |  |  |
| **M.B.A (Finance)** | Management Science | Kakatiya University | 2015 |  | 65 |
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| **B. Com** | Arts & Science College | Kakatiya University | 2013 |  | 60 |
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**IT SKILLS:**

* Experience in using Tally ERP
* Proficiency in MS Ofiice Word, MS Excel and MS PowerPoint

**PROFESSIONAL SKILLS:**

* Ability to work under pressure and manage time effectively.
* Excellent Leadership qualities, ability to manage and supervise people.
* Manage excellent working relationships.
* Highly analytical thinking and demonstrated talent for identifying, scrutinizing and improving complex work process.
* Goal driven leader who maintains a productive climate and confidently motivates, mobilizes and coaches employees to meet high performance standards.

**PERSONAL INFORMATION:**

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|  | Date of Birth | : 05th December, 1991 |
|  | Gender | : Male |
|  | Marital Status | : Single |
|  | Nationality | : Indian |
|  | Languages Known | : English, Hindi, Urdu and Telugu |
|  | Hobbies & Interest | : Meeting new people, playing cricket |
|  | Visa Status | : Visit Visa - Valid till 5th December 2019 |
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