

**Nisar**

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**OVERVIEW**

An ambitious and dedicated professional with 9 years of experience in Accounts and wholesale environment. Which includes Accounts payable, Accounts Receivable, and Reconciliation.

Currently positioned as an Accountant

Possess excellent people management skills with an ability to meet deadlines and targets.

**PROFESSIONAL EXPERIENCE**

***Company based in INDA July2018- Till date. - Senior* Accountant. (Application Tally)**

**Job Responsibilities**

Accurate daily transactions and journal entries.

Internal Auditing and Cash management.

GST returns and filing –GSTR1 and GSTR3B.

Involved in Preparing of Accounts Payable and Accounts Receivable.

Report monthly billing and contract status for office.

Review weekly time sheets and payroll.

Perform other duties as assigned and required

***Genpact* July 2016 – June 2017.**

**Process Developer (Inter-Company Accounting) R2R. *(Application SAP)***

**Glaxo Smith Kline.**  (Science-led global healthcare company)

**Job Responsibilities**

Preparation of Balance Sheet Reconciliation statement at the end of every month.

Matching the GL Balances with FS10N (T-code) with sub clusters.

Finding out the reconciling item and investigating each reconciling item and taking

Action as per their requirement.

Preparation of Final Statements and get confirmation from counter entities.

Processing all Stock and non Stock invoices in SAP

Processing for GA charges and Payroll. In SAP.

Individually managed task based high end analytical process.

Preparing required data for attending client calls which are Weekly and Monthly.

Pass Journal entry in SAP for PWG & MWG transactions.

Prepare GIT/GRNI files and send to the business for approval.

Prepare ERS files send to the business.

Netting clearing of all settlement balances.

**Aparna Industries**

The leading manufacturers of quality fasteners specialized for cement industries and have come a

long way since its establishment in the year 1981.

**Accountant – April 2010 – Dec 2016**

* Involved in preparing Month-end close, and Reporting.
* Internal Auditing and Cash management.
* Involved in Preparing of Accounts Payable, and Accounts Receivable.
* Confirms financial status by monitoring revenue and expenses; coordinating the collection,

Consolidation, and evaluation of financial data; preparing special reports.

* Develop and maintain cost finding, reporting and internal control procedures.
* Acting as point of contact with client for all queries.
* Training new inductees in the team.
* Accomplishes accounting and organization mission by completing related results as needed.

**KEY SKILLS**

* Resourceful team player who excels at building trusting relationships

With customers and colleagues.

* Confident, hard-working employee who is committed to achieving excellence.
* Highly motivated self-starter who takes initiative with minimal supervision.
* Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts

**ACADEMICS**

Post Graduate Diploma in Islamic Banking & Finance. IIBF, Hyderabad- 2015.

Post Graduate Diploma in Business Administration. NASIT, Toronto, CANADA-2003

Master of Commercefrom Osmania University, Hyderabad. INDIA - 2012.

Bachelor of Commercefrom Osmania University, Hyderabad. INDIA - 2003.

# COMPUTER SKILLS

# Diploma in Computer Accounting Packages Focus, Tally, & SAP.

Hands -on knowledge of related automated financial and accounting software systems.

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

Place:

Date: Nisar