SAYED

SAYED.77919@2freemail.com

**PROFILE**:

Result -: oriented level accountant with more than 6 years track record of cash management system, Implementing intergraded accounting solutions and designing progressive financial strategies for as astute individuals and fast growing companies.

* Demonstrated capacity to ensure that companies are run more effective and more profitable by using a wide array of advanced trading and accounting solutions, that include budget analysis, internal audit, financial planning and intergraded information management system.
* Capable of quickly assessing an organizations, financial management procedures, information system, and internal control to ensure that records are accurate and incompliance with applicable laws and regulation.
* Exceptional ability to help financial organization and trading firms leverage profit enhance competitiveness and improve customer service offering.

**EDUCATION**:

* Bachelor of Commerce Degree With An accounting Major (2002)

University of Lucknow –U.P, India

**TECHNICAL**

|  |  |
| --- | --- |
| **Productivity:** | Microsoft word, Excel, Power point, Outlook, word perfect.  |
| **Business:** | Oracle 11G, Tally 9.0 v, Wings, Peachtree, Fox Pro System, Quick Books and SAP Inter level.  |

**PROFESSIONAL EXPERIENCE**:

**Al-Rawnaq General Trading Centre-Doha, Qatar (May2008-Till Date)**

**Accountant**

Associate for an Al-Rawnaq Co. providing consulting and financial management solutions.

Performed financial analyses and prepared financial statement. Provided day to day sales reconcile and make a journal vouchers. Stocks tracking like stock checking adjustment add and adjustment sub. Reconcile POS cashiers. Handled consignment received items after entered in accounting software. Make a credit note and debit note to consignee. Maintain prices control transaction, inventory reports and inquire, inventory stock tacking (initialize stocktaking to end stocktaking) and reconcile the item ledger. Bank work- fills up bank deposit slip, bank legal papers, and bank reconciliation. Time to time provided expertise and led formal discussions on existing individual and corporate related topics.

* Successfully interfaced client and suppliers companies. And their financial advisors to develop and maintain prudent sale items. Increase cost avoidance strategies, and proposals for improving profitability.

**Amroon Foods Pvt. Ltd. (EMKE Group) - Barabanki U.P-India (2007-2008)**

**Accountant**

Associate for a company that provides accounting and financial services.

Maintain responsibility for providing financial consultation and ongoing support to export business. Prepare statement and income tax return high net worth individuals and corporations. Conducted details financial audit and submitted reports to management that documents finding and conclusions. Participated in early ending audit with charted accountant and calculate the monthly tax deducted at sources (TDS) amount like TDS on salaries, TDS on contractors’, and TDS on transporters. And deducted depreciation on fixed assets behalf of company rules, month ending bank accounts are reconcile on tally, and other accounting work make mislionus expenses voucher. connect with co. purchase department different type item short out after enclosed head of accounts and prepare of asset account, liabilities account, capital account, revenue and expansion accounts. Ledger posting from journal entries debit & credit side of cash book ledger posts from purchase, sales, purchase return, sales return book.

* Spearhead the successful implements on tally-9.0 accounting system for the company technology purchase and sales department. Resulting in the seamless integration of accounting, supplier and customer relationship management, sales force automation and financial reporting.

**Das drugs pvt.ltd.** {C&F and distributors} 2005-2007

**Assistant Accountant**

Start with job as an assistant accountant for a providing of strategic financial reporting and business planning.

Starting with manually accounting make a cash voucher, journal voucher, and after that posting in cash book and journal book. Tracking party cheque collection work post dated or credit cheque . Handled distributors accounts work daily cheque collection and deposited in bank. Evaluated financial records and reviewed operational details. Analyze the potential tax, income tax return filling, TDS on salaries, transporters, joint with company’s legal cases. And finally hard works attend firms and company closing.

**Result**:-

Develop standardization methods evaluating firms and companies. Acquisition, resulting in reduced financial consequences, simplified legal requirement and improved long term success rates.