Hussain

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Summary

Creative individual with broad knowledge of concepts and strategies to yield the best possible financial outcomes.Ready to be a part of an organization with challenging work environment, where I can insert my skills and abilities for the wellness of the organization and for self-development.

Highlights

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| * Advance Computer proficiency (Windows). * Superior Research Skills. * Strong Organizational Skills. |

* Complex Problem Solving.
* Effective Time Management.
* Advance Working KnowledgeOf MS-Office
* Flexible Team Player.

Professional Experience

* **COMPANY NAME:** SCANTECH INFO LTD (SEP2012 – JULY2013)
* **COMPANY PROFILE:**
* **DESIGNATION: ASSISTANT** ACCOUNTANT.
* **RESPONSIBILITIES:**
* Posting of Entries in Tally Software.
* Verification of Bills
* Identification of Errors & Advice for Correction
* Resolve accounting discrepancies
* Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
* Interact with internal and external auditors in completing audits.
* Preparation of Preliminary Financial Reports.
* Other duties as assigned
* **COMPANY NAME:** Zumbali Textile. (MAY 2011**-**JUN 2012
* **COMPANY PROFILE:**
* **DESIGNATION:** ASSISTANT ACCOUNTANT
* **RESPONSILBILITIES:**
* Maintain and record General and Subsidiary Ledger
* Maintaining Various Registers.
* Posting all Invoices in Accounting Software
* Prepare of Sales Statement dealing in Cash & Credit Card
* Preparing Monthly Expense statements through Cash, Cheque.
* Preparing Monthly Petty Cash Book Expenditure statements.
* Preparing Purchase Orders
* Maintain Financial Information by following Internal Control and Completing Data base backup

Educational Qualifications

* Master in Business Administration (M.B.A) from Osmania University (2009-2011).Area of Specialization: Financial Management.

Professional Training and Certification

* **SAP (Finance & Controlling)**
* **SAP Skills:**
* **Financial Accounting:**

Creation of G/L Masters, Cash Journals, House banks and Maintaining Field Status

Variant and Posting Keys.

Defining Fiscal year variant, Posting periods, Tolerance groups, Document types and

number ranges Settings for foreign currency valuation  (fluctuations in exchangerates).

Creation of Customer/Vendor Account Groups, Number Ranges, and Customer/

Vendor

Master Creation.

Configuring Automatic Payment Program and Dunning for Vendors/Customers.

Configuring Input/output Tax and Withholding Tax.

* **Asset Management:**

Configuring Chart of Depreciation, Depreciation Areas and Depreciation Keys.

Creation of Asset Classes, Asset Number Ranges, Account Determination, and

relatedSettings.

* **Controllig:**

Maintain the Versions for actual and planned postings. Creation of Cost Centers and

Defining Cost Centre Hierarchy. Defining Internal Order Types, Order Masters and

Settlement Profiles.

* **Tally 9.0 & Peachtree ERP (Quick Books)**from Reckon Institute Of Accounting, Hyderabad, India .
* **Skills:**

Posting of general entries, Ledger Creation, & Item creation.Accounts Receivables, Accounts Payables &Payroll Accounting.Handled the accounting cycle including opening, posting entries, closing of accounts and preparation of various accounting reports.

Declaration

I hereby declare that above information is correct to the best of my knowledge and belief.