**ZAHEERUDDIN**

**Email:** [**zaheeruddin.390087@2freemail.com**](mailto:zaheeruddin.390087@2freemail.com)

**CAREER OBJECTIVE:**

To be associated with a progressive organization, which can provide me with a dynamic work sphere to extract my inherent technical skills, use and develop my aptitude to

Further the organization’s objectives and also attain my career targets in the progress.

**CAREER PROFILE/SKILLS:**

* Bachelor’s degree in accounting or finance
* Advanced skill level using Microsoft Excel(V-lookup, H-lookup, Pivot etc.) Microsoft Word, Microsoft PowerPoint, Microsoft Outlook)
* General knowledge of payroll and bookkeeping
* Accounting degree or equivalent experience
* Advanced knowledge of spreadsheet and accounting programs, such as Excel and QuickBooks
* Strong organizational skills
* Team-oriented frame of mind
* Familiar with financial statement, tax filings, and budget plans
* Strong computer skills
* High-level professionalism and integrity
* Accounting Management
* MIS Reporting Analyst
* CRM(Customer Relationship Management)

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **ADP Pvt Ltd**

(ADP Totalsource PEO is the 2nd largest PEO service provider in the United States with 500,000 WC codes. It has variety of service offering like Payroll, TAX, HR, Benefits, Retirement services etc.)

**Tenure:** May’2016 – November’2018

**Designation:** Senior Process Accountant

**Responsibilities:**

* Performed accounts payable functions for construction expenses
* Managed vendor accounts, generating weekly on demand cheques
* Extensive knowledge of multiple generations of Microsoft Excel software
* Experienced with vLookups and data sorting and filtering
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable
* Created budgets and forecasts for the management group
* Ensured compliance with accounting deadlines
* Prepared company accounts and tax returns for audit
* Coordinated monthly payroll functions for 200+ employees
* Liaised with bankers, insurers and solicitors regarding financial transactions
* Implemented Change Management Process for team projects and new systems

**Achievement:**

* Best Associate award(1st Quarter) - Mar’2017
* Special Recognition Award – Accounts teams

**Organization:** **Axis Bank, Hyderabad India**

(Axis Bank is the third-largest of the private-sector banks in India offering a comprehensive suite of financial products.)

**Tenure:** Dec’2014 – May’2016

**Designation:** Auditor

**Responsibilities:**

* KYC documentation verification / Auditing and taking care of KYC norm
* Auditing / Scrutiny of different kinds of CASA(Currents & Savings account), 3in1 accounts, NRI accounts, Fixed and Time deposits accounts and Processing them as per the RBI guidelines and Circulars under KYC/ AML norms
* Name screening of new and existing client with negative list and STR list released by RBI and different Regulators during on boarding process
* Monitoring of Fraudulent transactions
* Generating Debit card Pin and dispatching the Accounts Insta kits to the customers
* Assisting all the Axis Bank branches across the country
* Responsible for updating KYC documents to core banking solution
* Updating and maintaining of account opening MIS reports every day to the Processing center

**Organization:** **Shree India Logistics Company**

(We are the reputed service providers of a wide range of service related Express service activities including: International Express Courier, Train Cargo & Surface Cargo Service)

**Tenure:** Feb’2011 – Mar’2014

**Designation:** Incharge

**ACADEMIC EDUCATION:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DEGREE/CERTIFICATION** |  |  | **EXAMINING BODY:** | |  | **YEAR** |  |
|  |  |  |  |  |  |  |  |  |
|  | Bachelor of Commerce |  | Osmania University, Hyderabad, India | | |  | 2014 |  |
|  | Intermediate |  | Board of intermediate education, AP, India | | |  | 2011 |  |

**CERTIFICATION/ ADDITIONAL SKILLS:**

o

MS Office

:(All versions, esp. MS Excel, MS Word and MS Power Point)

o

MS Excel

:(V-lookup, H-lookup, Pivot, MS Formulae, Reports Automation, Macros, Presentations w.r.t.

Analysis)

1. Data analytics o Windows (all)

o Hands on experience on FINACLE :(Banking application)

**PERSONAL INFORMATION:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Date of Birth** | : | 23rd February’1993 |
|  |  |  |

**REFERENCE:**