

**TAYYAB**

**E-Mail:** **tayyab-393520@2freemail.com**

**United Arab Emirates**

**SUMMARY**

* 6+years of work experience in the field of Accounts /Admin / HR in Hyderabad India.
* Reviewing performance on monthly and annual basis.
* Reporting directly to Senior Accountant.
* Professionally qualified with Master's Degree in Business Administration (MBA-Finance & Hr)with Distinction and Bachelor's Degree in commerce (B.com) from Osmania University Hyderabad, Telangana, India.
* Self motivated accounts professional with achievements in cost reduction, controlling of Finance and reporting.
* Efficient in handling accounting responsibilities up to Finalizations.
* Quick to grasp new ideas and concepts, and to develop innovative and creative solutions to almost all problems.
* Reliable and responsible pertaining to the matters of work.

**EXPERIENCE DETAILS**

* Customer Relation And Sales [CRS] Course completed from Dr. reddy’s foundation in IKP urban [UPADHI] labs] - Hyderabad, India (2009)
* Assistant Account Cum Cashier Hypercity Inorbit mall Cyberabad, India (2010)
* Assistant Accountant Cum Admin, India (2011)
* Accountant Cum Admin, Hyderabad, India (2012 - 2017)

**JOB PROFILE**

* Mange Day to Day financial transactions of the company, Maintain book of accounts in a computerized environment, Supervise the whole range of Accounts payable, Receivable and Budget Preparation, Prepare Payroll and management reports, control petty cash, prepare render accounts of individuals and departments.
* Prepare Projected and Actual cash flow statements, Manage the invoice generation operation and credit control, Ensure general ledger entries are accurate and are in line with company procedures and International Accounting Standards.
* Finalize Trial Balance with supporting schedules, Providing necessary jobs to my junior accountants and in regards to daily A/R,A/P, G.E.
* Rectifying General Ledger as and when provided by the Finance Manger, Handling 70+ Payroll Accounts monthly basis.
* Ensure effective fixed assets and inventory control is applied, Check monthly Bank Reconciliation statements of all bank accounts maintained resolve any differences in a timely manner.
* Liaise with and assist internal and external auditors, Implement recommendations if any take corrective action wherever required,
* Pass periodical adjustments journals entries monthly and calculating depreciation for each month updating prepayments, Calculate and pass provisions for the month,
* Provide timely and accurate financial information to the management.
* Monthly staff cash calculations payroll, provisions for leave salary, Gratuity, Air passage,
* Monthly preparation of reconciliation statements inter Branch, Bank Reconciliation, Debtors and Creditors, Reconciliation of customer payment details with our records to locate the Discrepancies.
* Preparation of Late paying Details and Short Payment Report to Director/sales manager for necessary action and follow up to activate the sales force, Charging the short payments to concern salesman as per Director's Decisions.
* Preparation of job wise profitability and work in progress report on monthly basis.

**PROFESSIONAL QUALIFICATION**

**Master's in Business Administration (MBA-Finance & Hr) with Distinction from Osmania University, Hyderabad, Telangana, India (2012)**

**Bachelor Degree In Commerce (B.Com) from Osmania University, Hyderabad, Telangana, India (2009)**

**COMPUTER SKILLS**

MS word, Excel &Power point, MS Outlook, Tally Erp 9,Wings,Quick books, Peachtree, Focus & others diploma in computer application,

**PERSONAL DETAILS**

Date of Birth :27-august-1989

Nationality :Indian

Marital Status :Single

Languages Known :Hindi, English, Urdu, Telugu,

Visa Status :visit Visa (valid till 17-october-2019)