

**NIYAZ**

**Accountant with 9 years of India Experience**

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**CAREER OBJECTIVE:**

To continuously enhance my knowledge, skills and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

**PROFESSIONAL SUMMARY:**

Having 9+ years of experience in the field of accountancy, finance, taxation, payroll, purchase and administration.

**CORE COMPETENCIES:**

* Possess good Communication skills and Decision making skills
* Possess strong leadership skills
* An analytical mind with problem solving skills
* Ability to meet assigned deadline
* Knowledge of IFRS and GAAP accounting standards

**ACHIVEMENTS:**

* Assisted credit manager in account collection by phone and mail, increasing accounts receivables by 20% in Bodhih Training Solutions Private Ltd
* Reduce cost by negotiate with vendors by 5% in Berger Paints India Limited
* Manage a budget, with reduction of cost totaling 10% in Berger Paints India Limited

**PROFESSIONAL EXPERIENCE:**

**Bangalore, Karnataka, India**

**Accountant**

**March 2018 to July 2019**

**Roles & Responsibilities:**

* End to End Accounting
* Responsible for book keeping and entry of all transactions in Tally ERP
* Booking of sale invoices
* Preparation of BRS and petty cash reconciliation daily
* Follow up with payments of credit customers for accounts receivable
* TDS calculation and payments, Provident fund deduction and payments, professional tax payments
* Ensure filing of GST/TDS returns
* Preparation of Payroll & processing of salaries monthly and ensure pay-slips
* Preparation of full & final settlement of employees.
* Preparing budgets for management
* Regularly undertaking audits, involving the examination of the organization's accounts, investigating any financial irregularities and recommending improvement
* Reviewing and adapting new and existing financial systems and controls. Implementing new financial and budgetary systems or policies when needed.
* Managing and controlling income, expenditure, credit, payroll and investments
* Advising managers on financial policy and control, such as the costs and benefits of a particular project
* Negotiating business terms with suppliers and vendors
* Incentive calculation and preparation
* Coordination with auditors weekly once
* Contributes to team effort by accomplishing related results as needed
* Finalization of accounts
* Preparation of Financial statements like trail balance, Profit & Loss A/c and Balance sheet, cash flow statements etc. to management

**Andhra Pradesh, India**

**Branch Accountant**

**Nov 2011 to Feb 2018**

**Roles & Responsibilities:**

* To monitor day to day transactions and ensure their entry in SAP
* Reconciliation of Bank Reconciliation monthly, petty cash daily
* Preparing of debit notes and credit notes
* Preparation of annual budget and monthly budget and comparing actuals with budgeted figures to report variances to the management.
* Verification of physical stock checking on monthly basis
* Negotiation with vendors and suppliers to reduce cost
* Filing of VAT returns, Service tax returns, GST returns and CST, Central Excise.
* Preparation of e waybills
* Providing the details required by Internal Auditors and Statutory Auditors.
* Incentives working for sales/management time to time and made payments to them, schemes working for customers time to time to issue credit
* Prepare payments by verifying documentation and requesting disbursements
* Processing salary and paying the TDS, PF, PT and ESI as per calculations

**Andhra Pradesh, India**

**Junior Accountant**

**Sept 2010 to Oct 2011**

**Roles & Responsibilities:**

* Prepare journal entries compiling and analyzing account information in Oracle
* Preparation of monthly MIS
* Preparation Purchase Orders
* Making accounts payable on due
* Ensure timely collection of accounts receivable
* Preparation of fixed asset registers, asset audit and asset maintenance

**EDUCATION:**

* MBA Finance, SV University, SVU DDE, Tirupati pursuing
* MCA, S V University, Seshachala Institute, Puttur in April 2008 with 69%
* B.Com, S.V University, SGS Arts college, Tirupati in April 2005 with 69%
* MPC, SV University, SV Junior college, Tirupati in April 201 with 56%
* 10th, SSC, SV High school, Tirupati in April 1999 with 67%

**AWARDS:**

* Best employee of the year 2016 in Berger Paints India Limited, Tirupati
* Best employee of the month Jan, 2015 in Berger Paints India Limited, Tirupati
* Best student award got in B.Com 2005 in SGS Arts college, Tirupati

**TECHNICAL SKILLS:**

* Hands on experience in accounting ERP packages like Tally, SAP FICO, ORACLE, QuickBooks etc.
* Good working knowledge of MS Excel, MS work, Google Drive etc.
* Type Writing higher grade and good typing speed in English

**PERSONAL PROFILE:**

Date of Birth : 17-02-1984

Nationality : Indian

Gender : Male

Marital Status : Married

**Location : Al Karama, Dubai**

**Visit visa : Valid till 10th November 2019**

**Languages Known : English, Hindi, Telugu, and Urdu**

**Place:**

**Date: NIYAZ**