**SALMAN** 

**Back Office Experience**

D.O.B.: 19-MAY-1989

Nationality: India

Location: UAE (Dubai)

Date of Expiry: 25/08/2024

Visa Status: Visit Visa

**PROFILE**

NAME is an accomplished as an **Accountant** with 5 years of experience as a Finance operation department and have proven success in organizing tasks, increasing sales and multiplying business from limited material and resources is searching for a billing Operation Department in valuable industry where my experience and skills would be put in use.

**EDUCATION**

Bachelor of Commerce (Finance and Taxations 2010 from Calcutta University, India)

**Rewards and Recognition:-**Recognized and awarded by TCS for excellent and outstanding work and for applying lean ideas approved by customers.100% TAT Achiever.Won the Gems reward for excellent performance in the organization.

**Relevant Skills:**

ElectronicData ProcessingKnowledge:Excellent in Microsoft OfficeProgram:

* MS Word: Excellent skills in editing typing and maintaining documents.
* PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
* Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
* Outlook: Very much familiar to use outlook.

# SAP , MS-Office, Tally and Advance Excel

**SKILL**:I have working knowledge in application like SAP, CITRIX, ECOES, and XOSERVE as end user.SAP Analysis in Billing Domain. And Certified Six Sigma GreenBelt

**LANGUAGESArabic -** Excellent reading, writing.

**English –** Excellent reading, writing and speaking

**Hindi –** Excellent reading, writing and speaking

**Urdu-**Excellent reading, writing and speaking

**SPECIALIZED SKILLS**

* Excellent interpersonal and communication skills
* Multi-tasking abilities with proficiency in organizing and managing different tasks
* Expert knowledge of handling administration and paperwork
* Skilled in book keeping and preparing statistical and financial records
* Proficient in assigning duties and scheduling shifts
* Ability of recruiting, training and supervising staff

**PROFESSIONAL EXPERIENCEFusion BPO Pvt LTD.**

**Financial Service AssociateAugust 2012 to June 2014Business banking:**

* Assisting on Business Banking client queries and addressing their needs to enhance client service.
* coordination with the Business Banking Relationship Managers  related  to existing service/operations
* Handle the process of opening Business Banking accounts
* Follows up daily on pending and outstanding issues and ensure timely remediation.
* Route customer requests such as issuance of cheque books, transfers, change in address and signatories etc. to concerned departments with adequate controls.
* Urge clients to renew their fixed deposits, increase transactions in coordination with the concerned relationship team
* Resolving the customer’s queries and providing their resolutions through secure, unsecure, channels of online banking.

## **TATA Consultancy Services**

 **Accountant Responsibilities and Role detailsFrom June 2014 to January 2020**

* Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
* Reconciling processed work by verifying entries and comparing system reports to balances
* Maintaining historical records
* Paying employees by verifying expense reports and preparing pay checks
* Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
* Preparing analyses of accounts and producing monthly reports
* Continuing to improve the payment process
* Reconcile bank statements

Personal Contact : salman-396924@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

**Thanks& Regards**

**Salman**