**Shahul**

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Seeking assignments in **Finance & Accounts/MIS/Analytics/Income Auditing/Banking Retail Credit /Auditing** with an organization of repute.

**Professional Synopsis**

* A Dynamic Professional with over 12+ years of rich and extensive experience in the areas Finance & Accounts, Accounts Payables, Accounts Receivables, Financial Reporting & Analysis, Reconciliation of Accounts, VAT, Income Auditing, Banking Retail Credit Sector)
* Having Overseas Experience in U.A.E & Onsite transitions from UK & Norway for General Accounting Process.
* Hands on Experience in SAP, ORACLE Modules, Tally & Ms-Office.
* Previously associated As **Associate Finance Controller.**

**Scholastic Credentials**

* **Master of Commerce 2001 - 2003 - University of Madras – Chennai.**

**Areas of Expertise**

**General Ledger**

* Supervising and updating financial records of the Companies.
* Preparing Journal entries and posting as per client’s specifications.
* Ensure timely and accurate cost booked under appropriate cost heads.
* Review of adequacy of accruals made for payables and other charges
* Performing all regular, month-end and year-end activities (monthly journals, cross charges reporting etc.).
* Performing the Balance Sheet Reconciliations on monthly basis and clearing up open items.
* Preparation of Variance Analysis Report (Budget vs Actual).
* Assisting in the Preparation of Quarterly and Yearly Budget for the companies.
* Preparation of Tax files for VAT monthly return.
* Reviewing the reconciliation prepared by team members.
* Ensuring that performance service metrics are met and in time
* Preparing dash board report for various activities and sent to client.
* Responding to queries, resolving issues in the daily business activities
* Seeking advice and escalating issues which are beyond scope of work.
* Regular updating of Desktop Procedures if there are any changes.
* An effective communicator with good relationship building & interpersonal skills.
* Built an excellent rapport with the client.

**Accounts Payable**

* Receive and verify invoices and requisitions for goods and services & Collection of IR ,PO and for making the payment
* Processing Payments for all the Suppliers.
* Prepare manual cheques as and when required and preparing the ageing report.
* Preparing Bank Reconciliation Statement on a monthly basis and posting the reconciling entries.
* Handling queries of Suppliers and Customers on a daily basis
* Reconciling the Supplier statement and the Customer statements
* Processing Payroll for all the employees on a monthly basis.
* Handling Petty Cash Expense & Preparing Petty Cash Summary Report and submit to the Management.

**Accounts Receivable & Income Auditing**

* Handling the Account Receivable and verify the Account Receivable Vouchers and Previous day’s bill to be checked for the availability of billing letter from the company, Travel agent Voucher, supporting food bills, and the amount of the bill.
* Verify the night audit report with Fidelio and make final revenue report for the Management.
* Check the outlet checks and officers' checks with F & B sales summery.
* Check the paid outs, miscellaneous, discount vouchers and apartment control sheets with Fidelio.
* Updating the register where previous days’s cheques will be entered & preparing the bank challans
* Check the Credit Report & the Credit Invoicing
* Sending reminders to parties & collect the payment on time.
* Making receipts for the payment received from the parties.
* Reconciles accounts with customers to resolve any disputes or discrepancies.
* Preparing month end inventory for the main store & other outlets & preparing the valuation reports.
* Preparing Daily Cashier Summary Report and submit to the Management.

**Reporting**

* Monitoring and reviewing the monthly Financial Position and submit the Report to the Regional CFO/, Area CFO’s, Area Controllers, Regional Controller, Delivery Leads.
* Preparation of Final Accounts of the Companies as per the outlines of Companies Act.
* Preparing MIS Reports and assisting the auditors in carrying out Internal and External Audits.
* Managing and updating GL Master Data and Hierarchy Data’s.
* Preparation of SLA Matrix reports for various activities.

**Banking Retail Credit Sector**

* Execution of Collection Strategies to bring down the Bucket Balance to meet monthly targets.
* Following up with customers to collect dues in retail banking of the following products
(Overdraft, Visa Cards, Personal Finance, Auto loans).
* Handling salary transfer loans and following for end of service benefits from companies.
* To work on given list of allocations and achieve monthly targets – Individual and Bucket-wise.
* Handle difficult customer's inquiries, complaints, and disputes especially in relation to written off accounts
* Follow up on Insurance cases.
* Forwarding cases to Legal Department for filing Police Cases and follow-up with the legal department for status update.
* Prepare and review foreclosure initiate approvals and include the relevant documents to the legal department.
* Providing collection support to collectors if required.
* Negotiation for appropriate payment and/or settlement arrangement with customers.
* Meeting customers in collection dept. and solving their issues if related to collection dept.
(Acct block, end of services, police case release, etc….).
* Liaise with remedial solution unit in case of finance restructuring which would be subjected to management approval.

**Technical Skills**

Typewriting - English Higher Grade

Department of Technical Education

Government of Tamilnadu, Chennai

**Computer Skills**

Operating System : MS-Dos, Windows

Packages : MS-Office

Accounting Package : Tally 6.3 (Windows Mode) & Tally 4.5 (Dos Mode)

ERP Package : SAP, Oracle, IBM Mainframe Finance Module End User

**Career Contour with Previous Organization’s**

**Organization** **Designation** **Tenure**

Associate Finance Controller Oct 2016 to Aug 2019

Dubai Islamic Bank, Dubai, U.A.E. Asst. Special Accounts Management Oct-2015 to Oct-2016

(Short Term One Year Contract)

Computer Science Corporation, Chennai. Financial Analyst Mar-2013 to Oct 2014

 Royal Crown Hotel, Sharjah, U.A.E. Income Auditor Sep-2004 to Apr-2006

 R.A. Shahul Hameed Assist. Accounts. May 2000 to Jun 2004

 Chartered Accountant Firm, Chennai

**Career Contour with Previous Organization’s Accounting Shared Services on Project Basis**

 Wipro - Chennai Executive Accounts Jul-2009 to Aug-2012

Hewlett Packard - Chennai. Financial Associate Nov-2007 to Jul-2009

 Accenture - Chennai. Senior Process Associate Jul-2006 to Oct-2007

**Personal Dossier**

* Date of Birth : 3rd Jan,1981
* Gender : Male
* Marital Status : Married
* Nationality : Indian
* Languages Known : English, Hindi, Tamil
* Visa Status : Dependent Visa / Family Visa