**Tazeen**





**Skills To Be Noted :-**

* Ability to work under pressure and multi-task
* Decision making abilities
* Utilizes a highly organized, self-motivated, and proactive approach to work
* Exceptional communication and networking skills
* Successful working in a team environment, as well as independently



**Technical Qualifications :-**

* Operating system: Windows (All)
* Application: MS-Office
* Accounting package: Tally, Citrix, Ariba & SAP
* ERP Packages: SAP, DCIW, CAF, and PROKEY
* DTP – Photoshop, CorelDraw

**Professional Objectives :-**



Learned FICO an integral part of an ERP Based Accounting that gave me the knowledge of every corner (General Ledger, Accounts Payable, Accounts Receivable, Asset Accounting, Bank Reconciliation, Asset Accounting and Integration with SD, MM Module) of accounting

system of any Organization. Continuing my work as an

accountant with an overall 4 years of experience



**Professional Expérience :-**

**Accountant Associate**

 **Sharjah Based Company, UAE** [Oct 2019-Present]

* Verifies vendor accounts by reconciling monthly statements and transactions
* Reconciliation of Vendor statements
* Verifying and ensuring daily sales are correct
* Vouching and scrutinizing supporting evidence of daily purchase invoices with GNR report and reporting discrepancies to the management.
* Investigation and resolving of issues related to processing of Invoice
* Update financial data in databases to ensure that information will be accurate and immediately available when needed.
* Keep track of all intercompany transactions to be billed and processed
* Support monthly closing activities by booking all receipts, credit notes and petty cash vouchers before the deadlines.
* Keep track of all intercompany transactions to be billed and processed.
* Provide quick support to the internal and external customers on their queries, including follow up on overdue and next due payments.
* Post and process data entries to ensure all business transactions are recorded.
* Daily review and updating of payments received, confirmation to the customers and allocation of payments once details are received from customers

**Key Responsibilities – Account Payable**

* Configuring and Customizing Vendor Account group, Vendor master data, Automatic Payment Program, House Bank Customization
* Processed invoices in SAP and achieved more than the assigned target
* Ensure that Invoice date, Vendor number, Invoice amount, Invoice currency, PO number, PO line item, etc. have been update accurately
* Stopping the payment as requested by the client

1during emergencies

* Coordinating with payment team to stop duplicate payments to the vendors



**Educational Qualifications :-**

Bachelor of Business Management in

Commerce

 Karnataka



**Personal Details :-**

Gender : Female

Marital status : Single

Nationality : Indian

Languages Known : English, Hindi

Visa Status : Transfarable visa



**My Hobbies :-**

Listening to Music, reading books, Gardening & cooking



**Language known :-**

English, Hindi, Kannada, Urdu



**Déclaration :-**

I hereby declare that all of the Above information is correct to the Best of my knowledge.

* Allocating the documents to team members based on the Inflow
* Preparing the dashboard on a daily basis which is published to AP team
* Responding to the queries raised by AP team Updating monthly basis PAY 5 & PAY 6 in SLA
* Training new joiners about the process
* Generating report on a daily basis in the background run in SAP

**SAP FICO Functional Consultant (2018)**

**Focus Areas:**

**Configuring for G/L:**

* Chart of Accounts, account group and General Ledger accounts for each company code.
* Retaining earnings accounts
* Field status variant
* The number rang intervals for GL Documents.
* Tolerance Groups for Employees, customer/vendors, and GL Tolerance Groups.
* Creating sample Documents, Hold Documents, Parking Documents, Recurring Documents
* GL outgoing payments and GL incoming payments, Interest Calculation; Balance interest

**Accounts Payable:**

* Configuring and Customizing Vendor Account group, Vendor master data, Automatic Payment Program, House Bank Customization

**Account Receivables:**

* Configuring and Customizing Customer Account group, Customer master data, Configuring Dunning areas and Cunning procedure

**Asset Accounting:**

* Creation Chart of Depreciation, Account determination, main asset master & sub-asset master, screen layout rules and number ranges
* Defining of Asset classes, depreciation keys and depreciation calculation methods
* Acquisition, Retirement, transfers and a scrapping of Assets
* Depreciation runs

Controlling:

Integration:

* FI with SD
* FI with MM

**Contact Details:**

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Reference :

 Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

YouTube Video CV

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

 View My CV on Gulfjobseeker.com CV Database

 <http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

 Chat with me Live on Zoom

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>