

CURRICULUM VITAE

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OBJECTIVES

My Career objective is to work in a well reputed organization.

Seeking a position as an Accountant where my experienced and accounting skill will be further developed and utilized. I am sure that I would be able to make strong significant contribution to your company's management team.

Employment History:



Accountant

Al - Daffah Company.

Riyadh, Saudi Arabia

July 02nd 2016 to 30th June 2019

Worked on ERP Microsoft dynamic Great Plains 2013

Role and Responsibilities -

- Handling GL and inventory Accounting.
- Recording of Bank Transfers, Bank Transactions, and General Entries.
- Creating payments on daily basis.
- Making of Payments for purchase of goods through, Local Bank Transfer, Purchase of Dollars, L/C payments and deposit.
- To Prepare & analyze periodic Financial Reports, Bank Reconciliation, Payroll Reconciliation.
- To Maintain & Process Accounting Data, Posting Etc.
- To prepare the inventory Transfer Entries
- To prepare Inventory variance Entries.
- To prepare historical stock reports.
- Record AP bills for inventory items.



Jr. Accountant (F&A)
Infosys BPO LTD,
Pune, India
Oct 2013 - Oct 2014.
Work on SAP, ERP

Role and Responsibilities -

- Maintaining Smooth flow of day to day activities of the PTP (Procure to Pay) and Support all departments like, Posting, Payment, GL, AR, ICA, GR/IR
- Handling the Accounts Payable process of the company.
- Invoice Coding – Provide the Invoice Correct PO or GL, CC/PC accordingly to the Description mentioned on the invoice /CN image.
- GL Account Clearing (Reconciliation) – Clearing of open amount (Manual Payment, Rush Payment, P-card Payment by client) on GL account with the help of Bank statement and Site)
- Sending Invoices via SAP for approval to approver's.
- Ensure Compliance with Vendor payment process.
- Verifying and processing the Invoices of Vendors to payment done for correct vendor.
- Making all payment details regarding the payment of Suppliers.
- Raising & Handling all payment Request.
- Preparing Accrual for non posted document on monthly basic.
- Coding Invoice on the basic of Vendor Information on PO and GL

Radhamadhav Realcon Private Limited
Assistant Accountant
Radhamadhav Realcon Private Limited
Pune, India
Feb 2011-Jan 2013.

Role and Responsibilities

- To Maintain & Process Accounting Data, Posting Etc.
- Handling Petty Cash Entries
- Recording Purchases, Sales, Banks, etc. entries with Tally ERP.
- Maintaining Report daily cash receipts.
- Handling Complete General Ledger Operations.
- To Prepare & analyze periodic Financial Reports, Reconciliation Etc.
- Assist in preparation Local Bank Transfer, Payment & Deposits.
- Finalization till Balance Sheet.

Education:

Graduate Studies : Bachelors of Commerce (B.com)
University of Pune
Year of Passing 2013.

Higher Secondary: Commerce
Kolhapur Board,
Year of Passing 2009.

Personal Details

Date of Birth : 12th Nov 1991
Marital Status: Unmarried
Nationality : Indian
Language : English, Hindi, Arabic (Average)

Passport Details:

Passport No.: L3098762
Date of Issue: 11/03/2014
Date of Expiry: 10/03/2024
Place of issue: Mumbai

DECLARATION

In the light of the above-mentioned details, I request your good selves to consider this application and do the needful things to give me a chance to serve under your kind control. I shall be very much thankful to you for this act of kindness and I assure you that I will not leave any stone unturned to satisfy my superiors.

Thanking you in Anticipation.