

## SYEDAHMED



Email: syedahmedsyed08@gmail.com

Mobile: +918919412833

---

---

***To work in an organization that provides an opportunity to acquaintance and experience.***

***wish to optimally utilize my potential and add value to the organization.***

### **PROFESSIONAL SYNOPSIS**

- ➔ B Com graduate with overall 18 months of experience in General Accounting, Financial Accounts, General Ledger, Export documentation, Trading & Project accounting and Customer service.
- ➔ A proactive and result oriented professional with experience and successful track record in Financial Sector.
- ➔ Expertise in Bank Reconciliation Process.
- ➔ Fair knowledge of bill verifications and processing, maintaining books of accounts, MIS, finalization of accounts including Balance Sheet, Tax audit, petty cash handling etc.
- ➔ Fair Knowledge in Payroll management, Banking activities.
- ➔ Co-ordinate with Internal & Statutory Auditors & Comply with all statutory requirements.
- ➔ Effective communicator with strong analytical, negotiation, problem solving skills.
- ➔ Confident and persuasive team player, able to motivate and communicate to achieve exceptional business performance.

### **Core Competencies:**

**Finalization of Accounts**

**Value Added Tax (VAT)**

**Accounts Receivable**

**Accounts Payable**

**Budgeting**

**MIS Reporting**

**Job Costing**

**Inventory Management**

**Payroll Process**

**Cash Flow**

**Financial Statements**

**Accounting for Fixed Assets**

**Reconciliations**

**Financial analysis**

**Goods and service Tax**

### **PROFESSIONAL EXPERIENCE:**

- Worked as Junior Accountant in **Abhishek Automobile** Hyderabad from May 2015 to August 2018 (3 Years).
- Worked as Senior Accountant in **S.M.P Traders** Hyderabad from Oct 2018 to Jan 2020 (1.2 Years).

### **Job Responsibilities:**

- ➔ Prepare and review the payment package is completeness and accuracy before processing
- ➔ Check that the charge codes are in agreement with the organization's chart of accounts
- ➔ Prepare and process Vendors/Suppliers, Staff and Sub-recipients Cheque's on time.

- ➔ Accurately entering customers account in the system for the A/R function.
- ➔ Prepare and maintain monthly local depository bank reconciliations
- ➔ Managed Petty cash ledger and prepare petty cash replenishment.
- ➔ Preparation of cash voucher for cash collected and deposited into bank account.
- ➔ Maintain a register for cash receipt and bank deposit entries and attach with the cash voucher with respective entries.
- ➔ Follow up and prepare Petty cash replenishment when cash payment made is 75% of the cash float..
- ➔ Prepare cash and cheque deposit slip and sent it to the Bank on daily basis.
- ➔ Verification of staff travel expenses paid in cash advance, through bills/receipts submitted and depositing the remaining cash amount in bank immediately.
- ➔ Follow up daily cash activities to keep expenses in check on monthly basis
- ➔ Working closely with Administrative staff for verifying assets and inventory physically.
- ➔ Prepare inventory report on monthly basis after verifying inventory.
- ➔ Maintained the fixed asset system and records including reconciliation of all accounts
- ➔ Analyze and prepare soft and hard copy of month end closing packages within due date.
- ➔ Post necessary financial data accurately on daily basis such that reliable reports can be generated timely.
- ➔ Perform system analysis to identify any irregularities (such as wrong posting) and propose immediate corrective actions to the Finance Manager.
- ➔ Maintained effective communication links with clients, banks, and managers regarding accounts available for monthly audits.
- ➔ Prepare payroll in a timely and accurate manner by calculating salaries, rate, overtime, bonus, vacation, termination & new hiring's.

#### **Reporting to Management:**

- ❖ Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports..
- ❖ Manage monthly closing process, including reconciliations and analysis of related accounts.
- ❖ Coordinate the Company's annual audit with the independent auditors.

#### **Academic Details:**

Completed B.Com (Gen) from Aurora degree college affiliate to Osmania University Hyderabad (2015 - 2018).

#### **Technical Skills:**

- ➔ M.S. Office
- ➔ Well versed in Quick Books, Tally ERP, and Peachtree.
- ➔ Working knowledge in all accounting related software's.

.

**Personal Details:**

Date of Birth :11-Nov-1996

Father's Name. :Syed Mahmood

Permanent Address : 18-12-418/H/41, Hafeez baba nagar, Falaknuma Hyderabad.

Passport :T4796091 (30-05-2019) to (29-05-2029)

Languages Known : English, Hindi, and Urdu.

**DECLARATION :**

I hereby declare that all the above furnished statements are true and correct to the best of my knowledge.

**Syed Ahmed.**