****

**Nayaz ur Rahman C.I**

**India, Chikmagalur**

**Karnataka, 577101**

**Mob : +91-9591673017 / +91-7975820467**

**E-mail: nayazrahmannrf@gmail.com**

**Skype ID : nayazrahmannrf@gmail.com**

# PROFILE SNAPSHOT

* Detailed oriented efficient and organized professional and extensive experience in Accounts system.

* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

# CARRER OBJECTIVE

Expert in all aspects of accounting including Accounts receivables, Accounts payables, payroll in Accounting, bank reconciliation. etc. Bring with me a meticulous approach to accounting problem solving and attention to finer details of accounts.

# EDUCATIONAL BACKGROUND

* 10th from Mountain view High School, Chikmagalur, STATE Board in 2008.
* 12th (PUC) from Mountain view Pre university College, Chikmagalur, Karnataka State Board in 2010.
* BBM (Marketing) (Bachelor of Business Management) from Mountain View Institute of Management Studies From Kuvempu university Chikmagalur Karnataka, 2013.
* MBA (Finance) (Master of Business Administration) from Don Bosco Institution of Technology From Visvesvaraya Technological University, Bangalore, Karnataka, 2015.

Other Course:

* Successfully completed Excel Course in 2014.
* Successfully completed Tally ERP 9 - V.A.T, G.S.T in 2018.

# ACADEMIC PROJECTS

**MBA PROJECT REPORT**

Project Title : A study on “Receivables management”.

Project Area : Finance.

Company : Amalgamated Bean Coffee Trading Company Limited.

Duration : 2 Months.

Description :

* Analyzed the organization financial stability, Liquidity and Prospective growth.
* To find the growth of Receivables, Current assets and total assets in percentage.
* To identify receivables turnover ratio and period.
* To forecast the sales, debtors, Current assets and total assets value.

**ACADEMIC ACCOLADES**

* Had been a part of national Entrepreneurial network.
* Participated in inter collegiate fest.
* Active participation in coordinating fest and placement in College.

# FUNCTIONAL EXPERTISE

# Wells Fargo India Solutions private limited, *Bangalore, Karnataka, India.*

* Accountant ( April 2016 - February 2018).
* Maintaining basic accounts, book keeping.
* Accounts Practice in software, M S Excel.
* Perform Daily Accounting Transactions Such as creating & posting vouchers.
* Oversaw bank Reconciliation and Cash Reconciliation statement, cash collections & deposits.
* Maintain Accounts receivable and Accounts payables ledgers, checking, verifying and posting Invoices.
* Prepare journal entries & Reconciles general ledgers and subsidiary accounts.
* Prepare statements and updating Daily Accounting Report and updating of personal books etc.
* Checking balance sheet and P&L account.
* Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
* Prepare monthly / Weekly and other periodical financial reports.
* Maintaining of Files such as Tax reports, payroll, insurance policies, expenses reports.
* Checking and verifying appropriate Tax of suppliers and customers (VAT, GST, TDS, and ESIC).
* Follow up of Debtors and creditors.
* Protect organizations + value by keeping information confidential.
* Managing and recording of employees expenses report and credit card statements.
* Making payment to vendors follow up, collection and allocation of payments.
* Monitored and reviewed accounting and system generated reports for accuracy and completeness.
* Manage the filing, storage and security of documents , Respond to inquiries , Manage the repair and maintenance of computer and office equipment.

# C.N Coffee Trading Co, Chikmagalur, Karnataka, India.

* Accountant ( March 2018- May 2018)
* Maintaining basic accounts, book keeping.
* Accounts Practice in Tally ERP 9 software, M S Excel.
* Perform Daily Accounting Transactions Such as creating & posting vouchers.
* Maintain Accounts receivable and Accounts payables ledgers, checking, verifying and posting Invoices.
* Prepare journal entries & Reconciles general ledgers and subsidiary accounts.
* Follow up, collection and allocation of payments.
* Monitored and reviewed accounting and system generated reports for accuracy and completeness.

# COMPUTER PROFICIENCY & TECHNICAL TRAINING

Operating Systems : Windows XP, Windows 7, Windows 8.

Office packages : Microsoft Office, M S Excel. Tally ERP 9.

# PERSONAL INFORMATION

Father’s Name : Imtiyaz Ahmed C.R.

Date of Birth : 10st November, 1992.

Nationality : Indian.

Gender : Male.

Marital Status : Single.

Languages Known : English, Hindi, Kannada.

Passport Number : N 4399155.

Place of Issue : Bangalore.

Date of Expiry : 12th November 202.

# PERSONAL ATTRIBUTES

* Highly energetic, motivated individual with the ability to adapt any work place**.**
* An exemplary character and conduct with a high level of dependability and trust.

# STRENGTH

# 

* A team builder, Inter communication skill, Fast learner and flexible with times and environment.
* Reference and testimonials should be provided as on the demand.