

## Shaik Sirabanu

Mobile: +91 7989984667

Email: sb.shaik17@gmail.com

### Objectives

To seek an opportunity in a challenging environment, in an aggressive company, where I can bring the best out of me and expand my horizons on my technical background and experience. Zeal to accept work related challenges, dedication towards work.

### Executive Summary

Having 6+ years of experience as Accountant in Banking Sector & IT sector.

Organizing books and maintaining inventory records.

Track & supervise the petty cash.

Preparation of monthly, quarterly and annual closing statements and reports Substantiates financial transactions by auditing documents.

Analyze financial information (e.g. revenues, expenditures and cash management) to ensure all operations are within budget.

Responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting.

### Experience Summary

#### Segra Infoware Private Limited, Hyderabad, India

Worked as Accountant from Feb 2017 to June 2023

#### ICICI Bank, Hyderabad, India

Worked in Credit Cards verification department from Aug 2015 to Jan 2017

#### IBS Infolabs, Hyderabad, India

Worked as Jr. Accountant from Apr 2013 to Jul 2015

### Education

**M.B.A** Finance from Institute of Aeronautical Engineering & Technology in 2012

**M.Com** from Acharya Nagarjuna University in 2008.

**B. Com** from Acharya Nagarjuna University in 2005.

### Technical Skills

ERP:	Tally 9, SAP Financials
Operating Systems:	Windows 7, Windows 10
Packages:	MS Office (Excel, Word and Power Point)

## **Roles and Responsibilities**

### **Segra Infoware Private Limited**

From Feb 2017 to June 2023

Position: Accountant

#### **Responsibilities:**

- Employee Salaries preparation and pay slip generations.
- Coordinating with the Clients and monitoring.
- Day to Day Receipts and Payments.
- Should be able to calculate future cash flows fairly accurately
- Post Invoice documentation.
- Preparation of Income & Expenditure statement.
- Preparation of Profit & Loss A/c.
- Reconciliation and analysis of GL accounts.
- Management financial reports generation (Monthly, Quarterly and yearly)
- IT filing and responding required documents for Auditors.

### **ICICI Bank Private Limited**

From Aug 2015 to Jan 2017

Position: Accountant

#### **Responsibilities:**

- Processing of retail and corporate cc applications.
- Checking of CIBIL, CPCS, DEDUPE, FI reports & KYC details validation
- Preparation of final reports the customer income statement
- Preparation of FIR SHEETS to the customer
- Verification of complete customer details.
- Enhancement of credit limit requests to customer.

### **IBS Infolabs**

From Apr 2013 to Jul 2015

Position: Jr. Store Accountant

#### **Responsibilities:**

- Accounting of day to day business transactions
- Updating of material inward and out register
- Preparing GRIR (Goods Received Cum Inspection Report)
- Preparing stock statement every month and sending reports
- Preparation of Purchase requisitions
- Accounting of purchase, expenses bills and releasing the payments to vendors as per Terms of Payment
- Invoice Verification with Purchase Order