

NAZMEEN

SAP FICO Consultant

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Carrier Objectives:-

*To Obtain a challenging position in a professional technology-driven organization of repute that would best utilize my expertise as a **SAP FICO Consultant**. I look forward to using my skills to help my organization achieve its objectives bring in continuous growth and complement my professional growth.*

Summary:-

A Financial services professional with 4 years of experience in Accounts Executive work. Exposed to various Accounting work- Maintenance Book of Accounts, Data Sheet of GST and Return File, Preparing the Payment request for making the payment to the vendor, Communicating with clients and vendors through phone calls or email, Preparing Financial Reports, and Reconciling Accounts and Monthly Closure of Accounts.

I have good knowledge of configuration, implementation, ASAP methodology and validation, etc.,

SAP-FICO Skills

- **FI-GL:** Configuring and Customizing enterprise structure, Financial Accounting global setting, and New General ledger Accounting. Fiscal Year Variant, Posting period Variant, Field Status Variant, Document types, and Document Number Ranges. Define and assign a Chart of Accounts, Retained Earning accounts.
- **Accounts Payable:** Configuring And Customizing Vendor A/C Group and Number Ranges, Business Partner Group and Number Ranges, Vendor master data, Vendor and BP integration, Automatic payment program, and House Bank Customization.
- **Accounts Receivable:** Configuring and Customizing Customer A/C Group and Number Ranges, Business Partner Group and Number Ranges, Customer master data, Configuring dunning area and dunning procedure, Configuration of Special G/L and Special G/L transaction, Configuration of Interest Calculation and Transaction, Tax Configuration & Mapping.
- **Assets Accounting:** Configuration and customizing of Assets, Maintained Asset Master Data- Acquisitions, Retirements Transfer, Revaluation of Assets, Assets Closing and Configuring Chart of Depreciation, Depreciation Areas and Depreciation Keys and Depreciation Run.
- **Integration:** FI Integration with MM, FI Integration with SD.
- Settings for foreign currency valuation (fluctuations in exchange rates)
- Pricing Procedure in SAP - MM & SD.

Technical Skills:-

ERP Package : SAP S/4 HANA
Operating Systems : windows 10
Packages : MS Office, Tally ERP9.0, ZOHO

Academia

- ⇒ M.COM From Jamia Milia Islamia
- ⇒ B.I.B.F. (Bachelor of International Business Finance) From Jamia Milia Islamia.
- ⇒ 12th from C.B.S.E. Board in 2011.
- ⇒ 10th from C.B.S.E. Board in 2009.

Work Experience

Oct,2022 – Aug,2023 with Sapphire Technocrats Pvt Ltd. As Admin & Account Executive

SAPPHIRE TECH is a rapidly growing software solution and SAP Consulting company providing services for medium and large organizations in the public and private sectors. We are a business and technology group specializing in industry-specific solutions and strategic outsourcing.

Key Responsibilities:

- Handling of Recruitment process of new Employees
- Handling of Petty Cash of the company.
- Prepare the sale invoice in Zoho.
- Purchase Invoice booked in Zoho.
- Handling the administrative-related work.
- Handling the Payroll Process.

Dec,2021 – March 2022 with USP & Co. as Asst. Accountant

It's a Chartered Accountancy firm rendering comprehensive professional services which include audit either internal audit, external audit or management audit, management consultancy, tax (direct & indirect) consultancy, accounting services, business process outsourcing, manpower management, secretarial services, TIN-PAN, Goods & Service Tax related services etc.

Key Responsibilities:

- Handling of Interest Calculation of Lease, Premium, and Penalty of Property in Greater Noida Authorities (GNIDA).

Jan, 2017 – Jul 2020 with Koreal Aluminium India Pvt Ltd as Admin & Asst. Accountant

It's a Pharms Packing Aluminium Bottom Foil Distribution Company Staring in India in Sep 2015. It's a subsidiary company of Korea Aluminium Co. Ltd (Korea).

Key Responsibilities:

- Handling of Petty Cash of the company.
- Prepare the sale invoice in Tally ERP.
- Purchase Invoice booked in Tally ERP.
- Maintain all Ledgers of expenses entry in Tally.
- Prepare the Payment request for making the payment to vendors.
- Prepare the Packing List & COA of all sales Invoices in Excel.
- Follow up with banks for banking-related works.
- Prepare the LC discounting documents for LC discounting in the Bank.
- Follow up with customers for overdue payments.
- Handling the administrative-related work.
- Prepare the MIS report as per the requirement of Management.

Apr 2015 – Dec 2016 with Kotak Life Insurance as Financial Advisor

Kotak Life Insurance is one of the fastest-growing insurance companies in India

Key Responsibilities:

- Customer Support
- Customer Followed up
- Cross Selling & Upselling.
- Other works.

Aug 2014 – Feb 2015 with R.D. Garg & Co. as Trainee cum Asst. Accountant

It's a Chartered Accountancy firm rendering comprehensive professional services which include audit either internal audit, external audit or management audit, management consultancy, tax (direct & indirect) consultancy, accounting services, business process outsourcing, manpower management, secretarial services, TIN-PAN, Goods & Service Tax related services etc.

Key Responsibilities:

- Handling of Petty Cash,
- Purchase Invoice, Sale Invoice and other Expense Invoice update in tally
- Travelled for Internal and External Audit and Stock audit

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief. You give me a one chance to prove myself.