# JOB APPLICATION

To,

The HR Manager

**Subject:** Job Application Dear Sir/Madam,

Aliya Khatoon Mohammed Khan with total 5.10 year of experience, currently working at Wipro as senior officer, and appeared for **ICSI Professional Program Examination** and simultaneously looking for a position in Finance/Taxation/Banking in your esteemed organization and I would like to submit my resume for your kind perusal. I believe my qualifications will match your requirements. I have had the opportunity to function in a variety of mass projects detailed. Working with diverse group of contractors has been rewarding and has created positive change in my personal developments.

Please consider this letter as an expression of my sincere interest in pursuing the vacancy in your prestigious organization. I can work hard, self-confident, optimistic, sincere, and honest with good leadership qualities.

I would like to have opportunity to talk to you about my background and the areas in which I can benefit your organization.

I look forward to hearing from you. Sincerely,

**Aliya Khatoon Mohammed Khan Cell no: +91-9700774748.**

**Aliya Khatoon Mohammed Khan**

**Walbridge Apartment, Plot no 2/A, Flat no103,**

**Radha Nagar Colony, Suncity,**

**Hyderabad, 500091 Telangana, INDIA**

**Mobile: +91 - 9700774748**

**Email:** [**aaliya28390@gmail.com**](mailto:aaliya28390@gmail.com)

## Work Experiences:

**Company:** Wipro

**Duration:** Since Feb 2022

**Job Title:** Senior officer

**Domain:** Asset Management

**Roles and responsibilities:**

1. Responsible for maintain books and records and calculation of fund Net Assets value.
2. Calculate and monitor expenses, including expense accruals.
3. Reconciliation including fund accounting including, information including classification of income and expenses movement on capital stock and calculation of fund accounting.
4. Daily bank reconciliations and clearing, identifying open items and take it up with relevant co-workers (like AP, AR, or treasury team) to get closure before month end to ensure no open items after the closing date
5. Performing GL reconciliation and balance sheet reconciliation, weekly and monthly analysis on GL accounts.
6. Review Critical and closing activities to ensure smooth close, e.g., currency valuation (FX journal to clear balance of foreign currency).
7. Month end reporting after AP, AR, and GL close.
8. Perform monthly account reconciliation in blackline tool.
9. Fixed assets accounting including assets registration place in service, disposals and assets adjustment, addition, retirement, and transfer, capitalizing a fixed assets refers to the accounting treatment of fixed assets.
10. Preparing journal entries and related support for various areas including moth end accruals, reclass and recuring journals related to Amortization.
11. Standard journals for lease and sub lease.
12. Reach out to supplier, business partners monthly for month end adjustment journals.
13. Work constantly with the onshore team to resolve any highlighted issues along with owning control and perform task with accuracy and timeliness.
14. Maintain an extremely high level of controlling while performing the above, no error.

**Skills:**

* Good MS. Office skills, especially MS excel.
* Excellent accounting knowledge.
* Experience in General accounting (R2R function).
* Technology Skills – SAP and Oracle.

**Company: COUNTRY CONDOS LIMITED**

**Duration:** 2018 Jun to 2019 Sep

**Job Title: Management Trainee**

Country Condos Ltd was originally incorporated as a Private Ltd company M/S Neocure Therapeutics Private limited on 25th day of Sep, 1987 in state of A.P. Subsequently the company was converted into public limited company on 22nd day of Aug 1988.

In view of encouraging measures taken by C.G boost up the industry and economic conditions prevailing in the country, board had decided to diversify, interalia, into Business in India and abroad of hotels, resorts, boarding and lodging houses, guest houses, holiday homes, condos, health resorts, health club’s activity. Since then, the company has diversified into real estate business.

Currently the equity share of company are listed at BSE and NSE.

* Filling of Reports, Forms, Annual report, Board report.
* Filling of various documents with ROC related to company law matters.
* Worked on MCA website.
* To facilitate convening of meeting of Board and AGM.
* Preparation of Agenda and minutes of the meeting and drafting of resolutions.
* To obtain approvals from Boards, General meeting, the governments approvals as per companies Act 2013.

**Company: Genpact Pvt Ltd Duration:** Feb 2015 to May 2018 **Job Title: Process Associate**

Worked as a Process Associate in Genpact under People Cost Team Global (E Bay General Ledger) Process-THOMSON REUTERS since Feb 2015 to April 2017.

## ERP: SAP Financials and controlling (FICO) Black line (Account Reconciliation System) Journal Template.

**Roles & Responsibilities:**

**GL accounting (End-to-End accounting process in detail):**

* Handling Employee Wise Reconciliation for CEMA region as a monthly activity.
* As a reconciler performing Account Reconciliation for Bonus, Commission, Accrued Vacation Pay and Severance at Employee, level.
* Preparing and posting Journals related to Commission entry as a month End Activity.
* Performing the Day-to-Day Tasks in the Black line tool.
* Performing reconciliations on Black line tool Monthly basis.
* Responsible for Bonus, Commission, Severance, and PRSU.
* Financial reposting/ receiving High and low flex Manage Business and Budgeting.

## Roles & Responsibilities:

* Preparing Balance sheet; Reconciliation on Monthly basis
* Performing CEMA GGO activity.
* Update sales commission records and make sure it should be paid 2 months of next quoter.
* Preparing 49 company codes at employee wise at YTD Level as Monthly Activity.
* Identified Open Items basis their nature like monthly accruals, true up or additional.
* Document the reconciliation items that are appropriate or identify entries needed to correct the account.
* Ensure information is accurate complete and consistent.
* Ensure entries to correct balances are sufficiently documented.
* Matching of line items from SAP.
* Preparing and posting journals Commission, Bonus, Vacation Pay.
* Responding Audit and other queries on daily basis.
* Handing Payroll and maintain at most confidentiality and ensure reporting aspect flow and time lag.
* Preparing notice pay activity for those employees who has been laid off based on Bex Report as a monthly activity.

**Domain: OTC (order to cash)**

**Duration:** May 2017 to May 2018

**Roles and responsibility:**

1. Supply chain services and GL reconciliation.
2. Responsible for collection of past invoices and invalid deductions on allocated portfolios via email phone calls.
3. Identify and rectify unidentified cash and manage end to end applications of cash applications.
4. Reconcile orders to match customer books, including validating creditors or debits and sending them to customer for collection and refund.
5. Handle enquiries, provide necessary documentation and address complaints from customer regarding invoices send customer statements and reminders for payments by emails.
6. Good interpersonal skills and email communication to communicate with sales and other internal teams, ensure adherence to process guidelines as per agreed quality standard on all SOPs.
7. Month end closing, including accruals, revenue cutoff testing etc.

## Accomplishments:

1. Reliability: I have been maintaining perfect or near-perfect attendance, consistently arriving to work on time or ahead of schedule, maintaining the proper break and lunch schedule and performing tasks on or ahead of prescribed deadlines.
2. Work Quality: I maintain workflow by keeping company deadlines, with quality of the work

done I have reviewed work before submitting a final draft to management. All reconciliations assigned have prepared/ approved Key as well as Non key and every month and month end related activities have completed on or before internal TAT provided by the leadership team.

Every month review escalation and resolution of open item in our reconciliation by following up with controller and customer.

All reconciliation has performed as per TR reconciliations Guidelines and ensuring accuracy and SOX compliance procedures in month end Activities.

1. Teamwork: I am a team player as well always I use to support my team whenever they require, I will be available to complete the task. I ensure always keep track of my activities as well team setting activities.

I am the one of critical resource whereas works well in a team setting, and we are maintaining focused on company goals.

1. Part of Audit team: I have been supporting auditors by solving audit queries and supplying details on time whichever they required.
2. I am active participation for providing ideas for Accelerate event, automation of reconciliation, for Bonus, commission, severance & non-AIP accounts. This is an activity of accruing for Thomson Reuter’s employees every month.

The data will be received every month from the business and Genpact process the postings with the help of Automation (Macro) file and uploading in reconciliation is also performed through automation, it is performed through robotic implementation.

Manual intervention makes it prone to error. Because to automation possibility of error will be reduced and it saves time as well.

1. There is an activity called “CEMA GGO”. This is a performance-based commission activity for Thomson Reuter’s employees. We receive a file from controllership team every month and Genpact perform the accruals with several exception manually. This is a manual activity; it leads to quality issues and time consuming. Since the process is same for every month for this activity. so, this can be automated through Macro or robotic automation.

## Achievements:

* 1. I have awarded as Outstanding teamwork and best performer of quarter end in April’17, for performing additional activity of CEMA GGO and PRSU/TRSU activity along with completing maximum reconciliation on time and helping team members for performing their activity.
  2. I have awarded as star of the team in Dec’15 for closing maximum open item by setting up calls with clients and performing my tasks on or ahead of prescribe deadlines and supporting auditors.

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | **UNIVERSITY** | **YEAR OF**  **PASSING** | **PERCENTAGE** |
| **Professional Program Module I** | **ICSI (Institute of Company Secretary of India)** | **Dec 2020** | **52%** |
| **Executive Program** | **ICSI (Institute of Company**  **Secretary of India)** | **Dec 2011** | **53%** |
| **BACHELOR OF COMMERCE** | **Mumbai university** | **May 2010** | **64.50%** |
| **INTERMEDIATE** | **Maharashtra board** | **May 2007** | **77.50%** |
| **SSC** | **Maharashtra board** | **May 2005** | **66%** |

## Computer Skills:

* + - **Operating System:** Windows
    - **Software:** MS office (Excel, word, power point)

**Extra-Curricular Activities:** Listening to music, reading books, Cooking and Traveling.

## Personal Details:

**Father Name:** MOHAMMED KHAN **Date of Birth:** 28th Mar 1990 **Marital Status:** Married

**Nationality:** Indian

**Gender:** Female

**Languages known** English, Hindi, Marathi, Urdu, Arabic (learner).

**Strength:** Dedicated to learn & work, Positive Attitude, Organized, Enthusiastic, Smart working, Self- Discipline, Committed and highly diligent.

## Declaration:

I hereby declare that the above information is true, correct & complete to the best of my knowledge.

## Date: Aliya Khatoon Mohammed Khan.

**Place: HYDERABAD (INDIA).**