**RESUME**

**Saba Sultana**

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**CAREER OBJECT**

Detail-Oriented Accountant with a strong, reliable work ethic with 3+ years’ experience in general Accounting and payroll looking to become proficient in other areas of Accounting

**CAREER SUMMARY**

* **7years** of overall expertise in front office, billing and Accountant.
* **3 years** of expertise in Account Payables, Financial Analysis and Reporting.
* Hands on experience in ERPs like Tally.
* Professional expertise in MS Office (Excel)

**ACADEMIC BACKGROUND**

* BCom from Gauthami degree college, Hyderabad in 2011.
* INTER from CEC Gauthami junior college, Hyderabad in 2008.
* SSC from Firduos Flower Convent High school, Hyderabad in 2006.

**work experiEnce**

* Currently working as Accounts Executive at Neelima Hospital Pvt. Ltd., since

Aug 2015.

* Worked at Kiran Maye Institute of medical science as Front Office Executive from Nov 2014 to July 2015.
* Worked at Pulse Multi Specialty Hospital as Front Office Executive and Billing from JUN 2011 to Oct 2014.

**CURRENT EXPERIENCE**

### Working as an Accountant in Neelima Hospital Pvt. Ltd, Sanath Nagar, Hyderabad from Aug’2015 – Till date

**Job Responsibilities:**

* Maintaining the books of accounts up to finalization.
* Recording of expenses & Purchases
* Make profit & Loss report and submit to the Manager.
* Payments and reconciliation.
* Preparation of Month end reports, Year-end reports
* Keep and track all company related documents like, Proposals, Purchase orders and retrieve them in no time, when required by the relevant employees
* Preparing MIS Reports, monthly Debitors and Creditors outstanding.
* Controlling payments for overheads and creditors according to their due dates.
* Hands on experience in preparing creditors / debitors reconciliation statements.
* Preparing of outstanding list for payments based on the conditions in purchase order and make disbursements.
* Bank Reconciliation’s and Reviews, Debitors and Creditors Ledgers Reconciliation.
* Complete accounting processing from voucher to payment.
* Review accounts payables, timely payments to Vendors.
* Preparing daily MIS and cash and bank transactions flow statement.
* Day wise money auditing and collecting from OP, IP, LAB and pharmacy stores.
* Pharmacy random stock checking and auditing every 3 months.

**SKILLS**

* Tally ERP 9 Package**.**
* Ms Office.
* Customized Account Management software.
* Accounting of all vouchers.
* Payable/Receivable accounting.
* Vendor/Customer payments & reconciliation.
* Preparation of Debtors MIS.

**STRENGTHS**

* Good communication skills.
* Hardworking.
* Motivated.

**HOBBIES / INTERESTS**

* Listening music.
* Shopping.

**Other Details**

* Date Of Birth: 28 Oct 1990
* Marital Status: Single
* Current Location: Hyderabad
* Home Town: Hyderabad

### (Saba Sultana)