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| **Syed Asim Ahmed Qureshi** | |
| **Permanent Address:**  Ho No 4-601-26-3 Yadulla Colony, Gulbarga. Karnataka 585104  **Driving Licence : Saudi Arabia**  **Mobile:**  +966 – 558320598  **E-mail:**  syedassimahmed@gmail.com  **Date of Birth:**  14th Oct 1986  **Age:**  32 years  **Sex:** Male  **Nationality:** Indian | **Total Experience:** 7+ years  **Languages Known:** English, Hindi & Kannada  **Passport Details:**  **No:** R8232734  **Issued on:** 10TH Aug 2017  **Valid till:** 9th Aug 2027  **Marital Status:** Married  **Business Area:**  ITES / Consulting / BPO’s / Retail / Constructions  **Areas of Expertise:**  **People Management, Accounts Payables, Operations, Process Improvements, Reporting, Data Analysis.**  **Target Position & Industry:**  Senior Analyst/ SME / Asst Manager / Managerial Roles |

Objective

Highly enthusiastic, analytical and dynamic individual seeking a rewarding and challenging career in BPO/ITES industries where my Analytical acumen experience, leadership skills and strong work ethics would add a Value.

**Highlights of Experience**

* Conducting brief trainings to new employees about end to end process.
* Budget forecasting expertise / Account reconciliation expert
* Financial statement analysis /Team leadership / Oracle R12 / SAP
* General ledger accounting / Reporting proficiency / Analytical /Organized / Detail-oriented
* Accomplished and results-oriented professional with extensive experience in analyzing data
* Excellent business acumen and capable of designing research methods
* Analytical and logical mind aimed at interpreting pertinent market data and making actionable recommendations
* Effective communicator with a great ability to write reports and prepare presentations
* Ability to work independently with a keen focus on driving execution of secondary and primary research projects
* Extensive understanding of working in a matrix organization by virtue of versatility and hands-on approach.

**Professional Experience**

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| Employer: Al Arrab Contracting Duration: March 2014 Present  Visa Profession and Designation : Accountant Location : Riyadh, Saudi Arabia  **Level : Senior Level Band 8** |

**KEY JOB DELIVERABLES / ACCOUNTABILITIES**

* Prioritize invoices according to cash discount potential and payment terms
* Reconcile vendor statements, research and correct discrepancies
* Handling end to end payables and Assist manager in month end closing
* Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance
* Investigate and resolve discrepancies in monthly bank accounts while under tight deadlines.
* Review all inter-company transactions and generate invoices as necessary
* Assist with other projects as needed
* Match invoices to checks, obtain all signatures for checks and distribute checks accordingly.
* Review all invoices for appropriate documentation and approval prior to payment Ensure accuracy of supplier billing activities and Review and process unpaid or pending accounts.
* Evaluates findings, using knowledge of workflow, operating practices, records retention schedules, and office equipment layout.
* Analyze financial data; research and explain variances to management

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| **Employer: Apparel LLC Group Duration: Oct 2012 – Dec 2013**  **Designation: Asst Store Manager (Acting Store manager) Location: Dubai, UAE**  **US Brand : The Children’s Place ( TCP ) Store : IBN Batuta Mall** |

**KEY JOB DELIVERABLES / ACCOUNTABILITIES**

• Responsible for Weekly/Monthly Sales targets of store.  
• Preparing weekly shifts roasters and Ensure reports are sent on timely basis.  
• Training, evaluating and motivating store employees.  
• Maintain, encourage and possess “ownership mentality”.   
• Providing a positive working environment and handle employee issues appropriately and in a timely manner.   
• Maintaining floor set as per client standards from TCP United states   
• Resolving customer problems or complaints by determining optimal solutions.   
• Ensuring interior and exterior of store is maintained to company standards.   
• Providing exceptional customer service and ensure the employees also provide the same level of service.  
• Communicating, executing, and manage marketing and merchandising programs.   
• Conducting regular store meetings.   
• Ensure employee awareness of safety and emergency procedures.   
• Maintain and utilizing surveillance equipment.  
• Maintain adequate store supplies.   
• Managing store revenue, including cash handling, deposit reconciliation and delivery of deposits to bank on daily basis.  
• Executing and monitor loss prevention and shrink programs.   
• Managing of all stores operational issues, to include store housekeeping, store administrative duties, physical inventories etc.

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| **Employer: Oracle Duration: May 2012 – Sept 2012**  **Designation: Order Management Analyst Location: Bangalore, India** |

**KEY JOB DELIVERABLES / ACCOUNTABILITIES**

* Quote creation
* Product/PLI activation
* Following up with Technical Team for technical installations/up gradations
* Generation of Order Forms and getting the same signed by client
* Resolving of stuck quote/orders
* Billing queries/Processing billing on SAP
* Submission of processed quotes and signed Order forms
* Processing Free Trial conversion of sales
* Permissioning of access for client ID’s
* Mapping of Correct Account managers and Technical Account Managers along with Project
* Ensure Data cleanse and updating of Customer Master Records

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| **Employer: Tesco Retail Duration: April 2011 – Dec 2011**  **Designation: Officer Location: Bangalore, INDIA**  **Payroll of Magna InfoTech** |

**KEY JOB DELIVERABLES / ACCOUNTABILITIES**

* Researching customer behavior and requirements checking the products enrichment –Name of the product and details.
* Running the basket size query and others query in Teradata SQL. Increasing individual customer spend by using Google analytics.
* Run and update category dashboards and send weekly category analysis report to stake holders.
* Complete in charge of Data segregation, Report generation, Data Analysis and Consumer Insights, forecasting and stock analysis.
* Excluding (Removing the products from website) the products for low availability from the website like out of stock, Seasonal Exclusions and supplier shortage.
* Category performance analysis and preparing the reports for all the exclusions products with the end dates.
* Removing the Nonfood products from dotcom site which are Big in Customers Basket like Mat, Pillow, and Ironing Board.

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| **Employer: Infosys Duration: Nov 2009 – Jan 2011**  **Designation: Process executive Location: Bangalore, INDIA** |

**KEY JOB DELIVERABLES / ACCOUNTABILITIES**

* Handling queries from the customers regarding sales & services through calls and E-mail
* Making changes to the sales orders. Like qty, warehouse, discount, configuration, ship-to, bill-to and end user change. Updating install site and validating the order for further process
* Entering orders into the system (Oracle 11i-ERP) as per the customer’s request.
* According to the requester request we create a purchase order by verifying all the parameters (quantity, price, delivery shipping details) etc and Picking the order based on the FIFO (first in first out)
* Updating install site, ship-to, bill-to, end customer addresses as per customer request.
* Consolidation of productivity data and time in online reporting
* To ensure 100% close to customer queries, SLA adherence for self productivity and quality
* To meet the performance parameters and exceeded in order to meet SLA targets
* Attending escalation calls apart from taking normal calls.

**Strength**

* Self-starter, able to manage multiple tasks at once and ability to work with minimal direction
* Ability to grasp new ideas and techniques and Strong analytical and critical thinking skills
* Proactive and full of initiative versatile team player with proven problem solving skills.
* Exceptional communicator, focused on building strong client relationships Familiar with data infrastructure.
* Ability to work in a fast-paced environment and be able to balance multiple priorities simultaneously

**Education**

* Master of Business Administer (M.B.A) (Finance & Marketing), (6 CGPA) 2009.
* Bachelor of Business Management (B.B.M), Sharnbashweshwar institute of Business Management Gulbarga, Gulbarga University. [57% Aggregate], 2007.

**IT Skills**

**MS Office:** MS Access, MS Excel (Advance)

**Applications Used:** Oracle 12i, SQL, SAP, Google Analytics, CRM