

Curriculum Vitae



Nayaz ur Rahman C.I

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PROFILE SNAPSHOT

- Detailed oriented efficient and organized professional and extensive experience in Accounts system.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

CARRER OBJECTIVE

Expert in all aspects of accounting including Accounts receivables, Accounts payables, payroll in Accounting, bank reconciliation. etc. Bring with me a meticulous approach to accounting problem solving and attention to finer details of accounts.

EDUCATIONAL BACKGROUND

- 10th from Mountain view High School, Chikmagalur, STATE Board in 2008.

Curriculum Vitae

- 12th (PUC) from Mountain view Pre university College, Chikmagalur, Karnataka State Board in 2010.
- BBM (Marketing) (Bachelor of Business Management) from Mountain View Institute of Management Studies From Kuvempu university Chikmagalur Karnataka, 2013.
- MBA (Finance) (Master of Business Administration) from Don Bosco Institution of Technology From Visvesvaraya Technological University, Bangalore, Karnataka, 2015.

Other Course:

- Successfully completed Excel Course in 2014.
- Successfully completed Tally ERP 9 - V.A.T, G.S.T in 2018.

ACADEMIC PROJECTS

MBA PROJECT REPORT

Project Title : A study on “Receivables management”.
Project Area : Finance.
Company : Amalgamated Bean Coffee Trading Company Limited.
Duration : 2 Months.
Description :

- Analyzed the organization financial stability, Liquidity and Prospective growth.
- To find the growth of Receivables, Current assets and total assets in percentage.
- To identify receivables turnover ratio and period.
- To forecast the sales, debtors, Current assets and total assets value.

ACADEMIC ACCOLADES

- Had been a part of national Entrepreneurial network.
- Participated in inter collegiate fest.
- Active participation in coordinating fest and placement in College.

FUNCTIONAL EXPERTISE

Wells Fargo India Solutions private limited, Bangalore, Karnataka, India.

- Accountant (April 2016 - February 2018).
- Maintaining basic accounts, book keeping.

Curriculum Vitae

- Accounts Practice in software, M S Excel.
- Perform Daily Accounting Transactions Such as creating & posting vouchers.
- Oversaw bank Reconciliation and Cash Reconciliation statement, cash collections & deposits.
- Maintain Accounts receivable and Accounts payables ledgers, checking, verifying and posting Invoices.
- Prepare journal entries & Reconciles general ledgers and subsidiary accounts.
- Prepare statements and updating Daily Accounting Report and updating of personal books etc.
- Checking balance sheet and P&L account.
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Prepare monthly / Weekly and other periodical financial reports.
- Maintaining of Files such as Tax reports, payroll, insurance policies, expenses reports.
- Checking and verifying appropriate Tax of suppliers and customers (VAT, GST, TDS, and ESIC).
- Follow up of Debtors and creditors.
- Protect organizations + value by keeping information confidential.
- Managing and recording of employees expenses report and credit card statements.
- Making payment to vendors follow up, collection and allocation of payments.
- Monitored and reviewed accounting and system generated reports for accuracy and completeness.
- Manage the filing, storage and security of documents , Respond to inquiries , Manage the repair and maintenance of computer and office equipment.

C.N Coffee Trading Co, Chikmagalur, Karnataka, India.

- Accountant (March 2018- May 2018)
- Maintaining basic accounts, book keeping.
- Accounts Practice in Tally ERP 9 software, M S Excel.
- Perform Daily Accounting Transactions Such as creating & posting vouchers.
- Maintain Accounts receivable and Accounts payables ledgers, checking, verifying and posting Invoices.
- Prepare journal entries & Reconciles general ledgers and subsidiary accounts.
- Follow up, collection and allocation of payments.
- Monitored and reviewed accounting and system generated reports for accuracy and completeness.

Curriculum Vitae

COMPUTER PROFICIENCY & TECHNICAL TRAINING

Operating Systems : Windows XP, Windows 7, Windows 8.
Office packages : Microsoft Office, M S Excel. Tally ERP 9.

PERSONAL INFORMATION

Father's Name : Imtiyaz Ahmed C.R.
Date of Birth : 10st November, 1992.
Nationality : Indian.
Gender : Male.
Marital Status : Single.
Languages Known : English, Hindi, Kannada.
Passport Number : N 4399155.
Place of Issue : Bangalore.
Date of Expiry : 12th November 202.

PERSONAL ATTRIBUTES

- Highly energetic, motivated individual with the ability to adapt any work place.
- An exemplary character and conduct with a high level of dependability and trust.

STRENGTH

- A team builder, Inter communication skill, Fast learner and flexible with times and environment.
- Reference and testimonials should be provided as on the demand.