

Syed Hussain

Accounts Executive

Thane, Maharashtra - Email me on Indeed: [indeed.com/r/Syed-Hussain/6b8ebea52ed89be5](https://www.indeed.com/r/Syed-Hussain/6b8ebea52ed89be5)

- Over 9 years of experience in the areas of Account and Stores.
 - Software exposure to Accounting and stores packages, with expertise in MS Office.
- Willing to relocate: Anywhere

WORK EXPERIENCE

Accounts Executive

Chakala, Andheri - Mumbai, Maharashtra - October 2012 to September 2016

Duration: 12th Oct.2012 to Sep16.

Job Responsibility:

- Maintain Vendor Invoices Inward-Outward record on Excel to track the invoices.
- Maintain and update vendor ageing report, Process payments as per vendor aging.
- Monthly reconcile vendor ledger with company's vendor accounts.
- Check Terms of agreement, billed rates, DOAG, Pan & ST Reg.no. Payment due dates as Per Ageing on invoices and process bills for payment.
- Pass regular expenses entries on SAP, Process P.O entries and make JV of big entries and upload on SAP.
- TDS deductions as per nature of payment.
- Month end activities -Schedules updating, working on Provision of expenses, making provision JV and upload on SAP, assisting in audit and month end closing activities.
- Follow up with Vendors and interdepartmental staffs to solve the queries regarding payments of reimbursement claim and vendor invoices before process the payments.
- Checking and processing of Invoices and employee's reimbursement claims.

Accounts Executive

DHL Express - Tirupati, Andhra Pradesh - November 2011 to October 2012

INDIA) Pvt. Ltd. (On Contract of Pravin Jain & co. Chartered Accountant.)

Department: Finance (G/L)

Designation: Accounts Executive

Duration: 1st Nov.2011 to 10th Oct 2012.

Job Responsibility:

- Fixed Assets Creation and Capitalization, Fixed Assets Verification and prepare Report.
- DHL Lease Property Details Updating on Virtual Premise software.
- Maintain (Prepayment Data) Vendors Prepayment on Excel.
- Prepare Debit Notes and Pass the entries on SAP.
- TDS Certificates Collection, checking TDS amount, Pan No. and Approval on Web Dcr.
- G/L account schedules updating and upgrade new G/L codes in Schedule.
- Prepare Final account Presentation on PowerPoint as per Financial Report.

3. Company: M/s.TIRUPATI CONSTRUCTION
204, Madhu Industrial Premises
Mogra Lane Andheri (e) Mumbai-400 069

Account Executive

Construction and Ready-mix Concrete - February 2010 to October 2011

Job Responsibility:

- Performing daily routine work i.e. Pass entries of Purchase, sales, contra, Journal, receipt, payment, Make Quotations, purchase orders, Payment & Receipt vouchers on Tally 9.0.
- Maintain Materials inward - outward stock reports on excel.
- Sales & Debtors follow up (Scrutinize customer ageing report and get cheques collected)
- Purchase & Vendor control (Generate Suppliers ageing report and arrange their payment)
- Issue & settlement of Imprest Fund and prepare date wise expenses report.
- Reconciliation of Bank Account statement on Tally 9.0. and Assist C.A to finalize the company's account.
- Coordination with stores and Sales/Purchase department to process Payments.
- Prepare R.A. Bills, Pass entries on Tally 9.0 and follow-up for payment collections.
- Maintain Attendance registers, Overtime hrs. Of all staff and Coordination with sites supervisors & foreman to make staff salary and arrange their payment.

2. Company: M/s. REDCO TRADERS

Golden Chemical Co. Compound

Dahisar Check Naka Dahisar (E)

(Site Orchid Ozone D.B.RealtyDahisar)

Profile: A Construction company whose scope of work is to supply Ready-mix concrete for the construction sites.

Junior Accountant

K.G.Mehta & Company - Mumbai, Maharashtra - November 2008 to 2009

Duration: Jan.2008 Nov.2009.

Job Responsibility:

- Sales & Debtors follow up (Scrutinize customer ageing report and get cheques collected)
- Purchase & Vendor control (Generate Suppliers ageing report and arrange their payment)
- Issue & settlement of Imprest Fund & Control of PDC issued & received.
- Reconciliation of Bank statement and Responsible for Bank liaisoning and correspondence.
- Coordination of Sales and production activity.
- To make Bills and Vouchers and pass their entries on Tally 7.2
- Prepare day-wise inward - outward Stock reports and performing daily routine work i.e. sales, purchases, contra, voucher and their entries on Tally 7.2.

1. Company: K.G.Mehta & Company

Shanti Apt., Opp.Shanti Nagar

C.S.Road No.3 Dahisar (E)

Mumbai-400 068

Profile: A Chartered Accountant Firm

Accounts assistant

- May 2006 to November 2007

Job Responsibility:

- Entry of Sales, Purchase and Contra, Payment, receipt etc. on tally 7.2.
- Reconciling the banks of each client.
- Preparation of Trading & P/L A/C., Capital Account and Balance Sheet.
- Tax Calculation by Using NASTAX software and make the PAN Card.

EDUCATION

EXIM MANAGEMETN in ACCOUNTS

NATIONAL INSTITUTE OF LABOUR EDUCATION AND MANAGEMETN - Mumbai, Maharashtra
January 2013 to November 2013

DIPLOMA in INDISTRIAL ACCOUNTANT

National Institute of Labour Education & Management Chennai - Mumbai, Maharashtra
April 2013

B-COM

Mumbai University - Mumbai, Maharashtra
October 2007

H.S.C

B.I.E.C. - Patna, Bihar
2002

S.S.C

Bihar Board - Bihar Sharif, Bihar
2000

SKILLS

DIPLOMA IN EXIM MANAGEMENT (Less than 1 year)