

# MD. SADIQ HUSSAIN

Flat No. 201, MSR Towers,  
Madhuranagar, Beeramguda,  
R.C. Puram, Hyderabad – 502 032.  
Andhra Pradesh, India.

**Contact:** +91-9553109807

**E Mail- ID:** mdsadiq.online@gmail.com



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## ACCOUNTS & FINANCE PROFESSIONAL

Seeking assignments in an organization of repute which provides me avenues for professional learning and makes good use of my technical skills and encourages individual growth.

### **PROFILE**

- Dynamic & committed professional with a career spanning nearly 12+ years with proven expertise in streamlining the accounting domain with focus on authenticity and accuracy in Accounts, Finance, MIS, negotiating and accounting.
- Proficient in SAP FICO Configuration with specific expertise in design and configuration of FI General Ledger(FI-GL), Accounts Payable (FI-AP), Accounts Receivables (FI-AR) Asset accounting (FI-AA), Cash Journal, Automatic Payment Programme (FI-APP) and etc.
- Sound knowledge in techniques of system development and service management disciplines in core concepts and key principles of system architectures.
- Expertise in formulating and implementing Finance & Accounting Policies/ Procedures & Statutory enactments with the ability to relate theory with practice.
- Demonstrated success in establishing, streamlining, strengthening and control of accounts and finance.

### **WORK EXPERIENCE**

Currently working as Sr. Associate Finance since January 2011.

<b>Client / Company</b>	:	<b><i>Verity Knowledge Solutions Pvt Ltd (UBS affiliate)</i></b>
<b>Designation</b>	:	<b><i>Sr. Associate - Finance</i></b>
<b>Work Profile Summary</b>	:	

- **General Accounting Transactions**

- 1) Posting of Journals, Bank and Cash entries into ERP accounting application.
- 2) Quarterly Vendor and Customer Accounts Reconciliations.
- 3) Preparation of Purchase orders and provide the same to related departments.
- 4) Preparation of Monthly Bank Reconciliations Statements.
- 5) Posting of month end and year end accruals`.
- 6) Booking and Recognition of export revenue.

- **Accounts Payable and Accounts Receivable**

- 1) Responsible for handling international processes surrounding with monthly billing, management, collection, settlement, general ledger, month end closing and many other official duties.
- 2) Assure timely collection of monies due to corporation.
- 3) Monitor and report on deviations from credit standards.
- 4) Assure timely and accurate invoicing.
- 5) Develop implement and maintain systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines.
- 6) Manages Vendor Relations and all checks disbursements.
- 7) Review on accounts payable for accuracy, completeness and conformance to policy, authorizes for payment.

- **Financial Reporting**

- 1) Provide quarterly and annual financial information on Profit and Loss account, Balance sheet and Cash flow statements to the Board.
- 2) Correspond with banks and financial advisors with regard to results of the company as reported in financial statements.
- 3) Perform high level reviews of financial statements to identify financial reporting issues and drive resolution on such issues ensuring maintenance of proper backup documentation.
- 4) Manage monthly closing of financial records and posting of month end information; resulting accuracy of financial statements.
- 5) Preparation of quarterly expenditure analysis statements.

- **Treasury Functions**

- 1) Performed treasury operational functions such as cash management, cash forecasting, interest rate monitoring and forecasting, capital funding and financial derivative analyses
- 2) Prepared daily/monthly treasury journal entries and upload into Accounting System
- 3) Booking of Forward contracts with banks for the forthcoming dollars
- 4) Negotiation with bankers for line of credit
- 5) Preparing MTM calculations for contracts booked
- 6) Processing WIRE transfers towards vendor invoices and others

- **Exports and Imports**

- 1) Preparation and uploading monthly export services invoices to client.
- 2) Dumping of capital goods and procedure for customs clearance.
- 3) Monitoring and Maintenance of records with regard to imports of data source services. Ensure with timely payments and efficiency in records.
- 4) Preparation and practice on processing Form A1 and A2, Form 15CA and Form 15CB for import payments.

- **Direct and Indirect Taxations**

- 1) Calculation and payment of monthly TDS, Service tax and VAT payables.
- 2) Filing of TDS, Service Tax and VAT returns.
- 3) Computation and payment of advance corporate taxes.
- 4) Communicate to authorities for exemption of Customs and Excise duty.

- **Payroll Accounting**

- 1) Verification of monthly salary payables.
- 2) Posting of payroll entries into accounting application ensuring proper documenting records maintenance.
- 3) Make sure that statutory compliances are obeyed.

- **Audit Compliance**

- 1) Coordinating with internal and external auditors throughout the audits.
- 2) Preparing schedules for presenting annual financial information to auditors.

- **SEZ formalities**

- 1) Preparation and submission of monthly reports on progress of company to SEZ authorities.
- 2) Preparation and booking SOFTEX with regard to exports made by company.
- 3) Ensuring with compliance of all the necessary requirements by entity being SEZ unit.

▪ **Asset Accounting**

- 1) Maintaining Fixed Assets records
- 2) Capitalization of assets
- 3) Preparing monthly depreciation schedule
- 4) Calculation of annual differed tax asset/liability
- 5) Disposal of Excess assets and get de-bonding clearance from SEZ authorities.

▪ **Budgeting and Control**

- 1) Preparing and reviewing of quarterly HR, Transport and Data Source budgets.
- 2) Calculating the variances for budget.

**Worked as Accountant for the period November 2007 to January 2011.**

**Client / Company** : *AR Packaging Industries*  
**Designation** : *Senior Accountant*  
**Work Profile Summary** :

- Involved in preparation of budget variance analysis, Accounts Reconciliations and Tax provisions on monthly, quarterly and yearly basis.
- Liaise with the various agencies while analyzing and reviewing their billings, the taxation compliances, purchase orders, vendor reconciliation, invoices, vouchers, and Manual voucher, booking expenses, agreements, weekly reports vouchers.
- Compile budget estimates and reports of financials from different departments and compare it with actual ones.
- Actively coordinating with the Bank Authorities for DDs, Employee – Reimbursement, Tax Challans etc and prepare Bank Reconciliation Statements for reconciling Cash & Bank balances.
- Actively involved in monitoring statutory books of accounts, bank reconciliation as well as financial statements.
- Keeping track of MIS reports to provide feedback to top management on profitability, budgetary control, credit administration etc and monitoring outstanding Standing statement.
- Leading efforts across managing Inter Company reconciliation and financial activities of the group companies including calculation of various variances between budgeted data and actual data while strategically defining the financial objectives and designing & implementing systems, policies & procedures to facilitate internal financial controls.
- Solely responsible for Supply Chain Management and overall process of SCM and monitoring responsibility of building a good relationship with the clients.
- Liaise with the debtors/ vendors while analyzing and reviewing their billings, the taxation compliances, Vendor Reconciliation, invoices, agreements and other legal documents, ensuring timely payments.

**Worked as Faculty for the period May 2004 to May 2007.**

**Client / Company** : *Hi-Tech Computer Education*  
**Designation** : *Faculty for Accounting Packages, Ms-Office, C*  
**Work Profile Summary** :

- Managed classroom coverage of assigned subjects i.e. Tally 7.2, Tally 8.1, Wings, Focus, Ex-Next Generation, Ms-Office and C Language as per academic curriculum to students.
- Encourages the concept of "experiential learning" involving a lot of activities, interactive methods of learning leading to higher percentage of understanding and retention power.
- Significantly enhanced classroom learning environment and acted as a facilitator to promote student leadership in initiating and creating positive learning opportunities.

- Received consistently glowing evaluations from students and supervised administrators. Devised lessons, which captured the students' imaginations infusing much needed enthusiasm.
- Create comprehensive classroom assessment methods and techniques-adopted effective tools that were compliant with the education.

## **PERSONAL SKILLS**

- Sound knowledge in accounting area
- Comprehensive problem solving abilities
- Excellent verbal and written communication skills
- Ability to deal with people diplomatically
- Ability to meet the deadlines in extreme pressures

## **EDUCATIONAL QUALIFICATIONS**

- 1) **MBA-Finance** from **RRS College of Engineering and Technology, JNT University, Hyderabad, A.P.**
- 2) **M.Com** from **Acharya Nagarjuna University, A.P.**
- 3) **Bachelor in Commerce** from **MNR Degree College, Osmania University, Hyderabad, A.P.**

## **KEY AREAS**

- Financial Accounting and Analysis
- Financial Management
- Cost and Management Accounting
- International Financial Management
- Strategic Investment & Financing Decisions
- Securities Analysis and Portfolio Management
- Logistics and Supply Chain Management
- Enterprise Resource Planning

## **PROJECT DETAILS**

**Project Title :** **A work-study on Security Analysis using Technical Analysis**

**Project Duration :** 45 days

**Company Name :** **India Infoline Ltd.**

**Project Description :** The primary objective of the course study is to understand the functioning of the stock broking companies in trading process. The study helps in analyzing the profitability of the particular security through implementation of various financial tools and techniques such as Calculation of Returns and Risk earned by the particular stock. Here the historical data of particular shares are collected to observe the trends in the prices of shares which help to predict the future price movements.

## **SOFTWARE SKILLS**

**Operating systems :** Ms-DOS, Windows 98, Windows XP, Windows 2000, Windows 7

**ERP Applications :** SAP FI/CO ERP ECC 6.0, Tally 6.3/7.2/8.1/9

**Application Packages :** Ms-Office (Ms-Word, Ms-Excel, Ms-PowerPoint, Ms-Access)  
Accounting Packages (Tally 6.3/7.2/8.1/9, Focus 5.0, Wings, Ex-Next Generation) and Visual Basics.

**Languages :** C, C++ and JAVA (Core Java, J2EE with Advanced Java)

**Other Applications :** Sound Knowledge in Internet and Hardware concepts.

## **TECHNICAL SKILLS**

- 1) Type writing "**LOWER**" in English from **SBTET** (State Board of Technical Education and Training), Hyderabad.
- 2) **PG Diploma in Computer Applications** from **Hitech Computer Education**, Hyderabad.
- 3) **Ex-Accounting Package** (Tally, Wings, Focus and Ex-Next Generation) from **CMC Limited**, Hyderabad.
- 4) **C and C++** from **Discover IT Software Solutions**, Hyderabad.
- 5) **Core Java, J2EE with Advanced Java** from **Orbit Consulting Private Limited**, Hyderabad.

## **PERSONAL PROFILE**

Name : Mohammed Sadiq Hussain  
Father's Name : Mohammed Ahmed Alisha Baba  
Date of Birth : 25<sup>th</sup> March, 1984  
Marital Status : Unmarried  
Languages Known : English, Hindi and Telugu  
Address for Communication : Flat No. 201,  
MSR Towers,  
Near Mallikarjuna Residency,  
Madhuranagar,  
Beeramguda, R.C. Puram,  
Hyderabad – 502 032.  
Contact No. : +91-9553109807, +91-9441224180  
Email : mdsadiq.online@gmail.com  
City : Hyderabad  
State : Andhra Pradesh  
Country : India

## **PASSPORT DETAILS**

Passport No. : J3544722  
Place of issue : Hyderabad, India  
Date of issue : 07-03-2011  
Date of expiry : 06-03-2021

**Date :**

**Place : Hyderabad**

**MD.SADIQ HUSSAIN**