

Tawfiq S. Siddiqui

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Qualifications Profile

Results-oriented professional with experience in a broad range of business functions, including cash management, accounts payable, treasury operations, exploration and production accounting, and customer services.

Education

North South University

Bachelor of Business Administration

Bashundhara, Dhaka, Bangladesh

December 2011

- ⤴ Concentration: Finance and Accounting
- ⤴ Honors and Awards: *Cum Laude*, Merit Scholarship

Technical Skills

Proficient with MS Office Suite, Oracle E-Business Suite r12, Oracle E-Business Suite 11i, and Citi-direct online banking system.

Experience

Apogee Retail LLC

Wheaton, Maryland

Supervisor, Front End Service

November 2013 - present

- ⤴ Supervising retail front end services, including sales, customer services, cashier management, and sales floor management.
- ⤴ Managing store cash including closing register, depositing cash sales, ordering changes, maintaining petty cash, and process office expense reimbursement.
- ⤴ Training new cashiers and sales floor people.

CloudWell Limited

Dhaka, Bangladesh

Senior Officer, Accounts & Finance

December 2012 - April 2013

- ⤴ Supervised daily, weekly and month-end accounts payable functions, and trained new and existing accounts payable staff members.
- ⤴ Maintained Communication with vendors / suppliers and internal departments to investigate and resolve problems associated with the processing of invoices.
- ⤴ Created month-end AP reports, and reconciled these reports to the GL and reviewed the reports for old outstanding invoices and/or credits.
- ⤴ Assists Finance Manager for process improvement, redesign the existing and change implementation.

Santos Sangu Field Limited (Santos Ltd.)

Dhaka, Bangladesh

Administrator, Finance (Corporate & Treasury)

October 2011 - November 2012

- ⤴ Validated and confirmed all payment batches in Oracle treasury module after prudent checking of invoices, and generated payment file from oracle and uploaded that to the citi-direct online banking for payments.
- ⤴ Confirmed each and every payments in citi-direct online banking after proper validation and authorization.
- ⤴ Processed urgent payment invoices and expense reports by three way matching, validation, and payment batch creation in AP module.
- ⤴ Created MSR for departmental cost related expense by using iProcurement module.
- ⤴ Created banking information for suppliers both oracle application and also bank preformat in citi-direct online banking.
- ⤴ Validate AP vendor reconciliation by reconcile those report with bank statements.
- ⤴ Created daily fund position report, and monthly cash expenses forecast reports, withholding tax payments reconciliation, bank reconciliations, and different GL account reconciliations.
- ⤴ Participated in month end closing process by preparing and posting different journals related to treasury operations.
- ⤴ Monitored the movements of Imprest accounts and ensured the timely replenishment.
- ⤴ Maintained strong interpersonal relationships with all staff within and outside the team, and within the company.

Intern, Finance (Joint Venture)

- ⤴ Successfully administered USD 120m worth of invoices with 95% on time processing rate.
- ⤴ Performed data entry by inputting tax invoices, credit notes, and expense reports in the oracle application AP module.
- ⤴ Arranged PO number for the invoices and also collect approval from the budget holder and the project manager who received the service.
- ⤴ Generated receipt number by receiving goods and services in Oracle iProcurement module according to the applicable coding lines and distributions.
- ⤴ Performed three way matching of voucher number, PO and PO receipt in oracle system, entered tax code and validated the invoice for payment batch.
- ⤴ Generated the payment batch for the weekly invoice payment.
- ⤴ Input new supplier's tax related information in the Oracle system.
- ⤴ Generated supplier's ageing report from the oracle system and reconcile those reports with manual invoice tracker or supplier's invoice statements.
- ⤴ Addressed supplier inquiries and provide support, and communicate with suppliers about disputed issues on regular basis.