



SYED SHAFFIULA

ACCOUNTING | FINANCE

JOB OBJECTIVE

Result-oriented professional, targeting opportunities in **Accounting & Finance** in an organization of high repute to implement the acquired experiences and skills to keep growing preferably in **UAE**

CONTACT

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CORE COMPETENCIES

- Accounting
- Accounts Receivables/Payables
- Cash Management
- Ledger Management
- MIS Reporting
- Standard Operating Procedure
- Budgeting
- Credit Management
- Billing & Collection

SOFT SKILLS

- Leadership
- Team-oriented
- Motivator
- Communicator
- Analytical
- Decisive

PROFILE SUMMARY

- A goal-oriented professional offering **nearly 8 years** of experience in **Finance & Accounting methodologies and practices**
- Established & maintained an efficient **recordkeeping/MIS system**; assessed the prevailed **corporate environments** and enhanced financial procedures and **inventory**
- Managed daily **Accounts Payable (AP)** processes; managed vendor relations; supervised the timely processing of invoices, purchase orders, expense reports, credit memos and payment transactions
- Insightful knowledge in preparing & analyzing **accounting records, financial planning & analysis, and Budgeting**; monthly books closure, effectively administered **Accounts Payable (AP) & Accounts Receivable (AR)** Processes and managed vendor relations
- Resourceful in managing day-to-day accounting functions including **finalization of accounts, payables management, accounts reconciliation and statutory compliance**
- Monitored the feeding of all expense reports into the system and ensured compliance with guidelines; evaluated **invoices and cheque requests**, sorted and accurately matched invoices and requests
- Maintained and reconciled accounts as well as prepared reports; created, documented, and posted complex **journal entries**; recorded various intercompany **transactions and cost allocations**
- Reconciling all the bank accounts on monthly base

ACHIEVEMENTS

- Developed an **automated reconciliation process** of like-type data generated from two independent information systems; this resulted in the elimination of errors due to double entry in operations

WORK EXPERIENCE

Apr'17 – Till Now | Purple Honey Group Management LLC | Dubai, UAE
Designation: Accounts Executive

Responsibilities:

- Managing daily **Accounts Payable processes, vendor/supplier relations** and administering timely & accurate processing of **invoices, purchase orders, expense reports, credit memos and payment transactions**
- Establishing formal **cross-checking** of pack-lists and invoices, turning around problem of supplier overpayments
- Rendering **vendor payments** as per agreed/contracted term
- Preparing **bank reconciliation, creditor reconciliation** and solving creditor queries related to monthly payments, assisting in finalization of Books
- Working on **budgets, accounts, cash, credit management and inventory, petty cash recording** with proper supports
- Supporting **internal & statutory audit** for their query on half yearly and yearly basis
- Following up for depositing of cash and credit card settlements on daily basis
- Drafting reports and analyses on compliance and adverse trends along with appropriate recommendations or conclusions
- Administration work keeping employee data and the related files

TECHNICAL SKILLS

- **Operating System:** Windows, Windows7, 8 & 10.
- Xero Accounting Software
- Tally.ERP9
- MS-Excel | MS-Word
- SAP FICO
- Oracle

EDUCATION

- **2012**
MBA (Finance) | JNTU University | Anantapur
- **2010**
B.Com. (Computer Application) | SV University | Tirupati

PERSONAL DETAILS

- **Date of Birth** : 12th July 1989
- **Nationality** : Indian
- **Marital Status** : Married
- **Languages** : English & Hindi
- **Address** : **Dubai, UAE**
- **Passport No.** : K4171253
- **Available** : 30 days
- **Driving License** : Yes
- **No. of Dependents** : 2
- **Visa Status** : 28-05-2023

Aug’15 – Mar’17 | Rotana Group | Dubai, UAE
Designation: Senior Accountant

Responsibilities:

- Prepared and maintained statutory books of accounts in proper manner; administered **daily cash position, payments, receipts Journal entries** effectively
- Posted **cash & credit cards** with daily sales entries based on outlet
- Followed up for deposited **cash and credit card settlements** on daily basis
- Processed **full & final settlement** of employee’s end of service
- Managed & resolved all queries/issues related to compensation and benefits, prepared, and submit regular reports on compensation and benefits and those required by Accounts
- Evaluated reconciliation processes to identify and implement improvement initiatives geared towards streamlining existing processes and improving productivity

Dec’13 – Jul’15 | Infosys Ltd. | Bengaluru
Designation: Junior Accountant

Responsibilities:

- Worked on activities such as invoice processing with use of **Oracle**
- Prepared reports such as daily invoice count and daily inbox status; worked on query related mails and provided resolution to the queries as early as possible
- Maintained customer accounts, validated the tax cert information, and updated to the accounts effectively and accurately
- Conducted bank and trade reference for the customers; analyzed and assigned credit lines to the customer accounts
- Successfully solved **customer issues** via calls and mails; processed **purchase orders** by use of **invoice support by two way or three-way match**