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**SYED ARSHAD ALI**

**Phone: +91 9949277825. E-mail:syedarshadali21****@gmail.com**

**PROFILE SUMMARY**

***16 years* Role: Accountant/Accounts Executive/ Finance and Accounts Managers**

***Accounts,* Finance and Audit *of rich experience in the areas of;***

**Financial Accounting Financial Planning, Budgeting MIS Reports/Accounts Reconciliation Taxation/ Statutory Compliances Reporting & Analysis**

**Auditing / Internal Controls Team Management/ Trainings Cost saving initiatives**

**Bank Operations / Cash Flow**  **Auditing & Taxation**

**SUMMARY OF EXPERIENCE**

**Industry’s : Chemical / Infrastructure / Manufacturing /Trading /Services/Audit & Taxation**

CAREER HIGHLIGHTS

**SG PLAST INDUSTRIES (Manufacturing production** Chemical & Colors)

Worked as an Manger for the period of **January 2021 to till Now**

**SKY COLOUR TECH INDUSTRIES (Manufacturing production Chemical & Colors)**

Worked as an Accounts Manger & Administration for the period of **June – 2019 to December 2020**

**Gulf Ply Company for paper Manufacturing Ltd (Manufacturing production Paper) (Saudi Arabia)**

Worked as an Sr Accountant for the period of May **– 2015 to March 2019**

**SKY COLOUR TECH INDUSTRIES (Manufacturing production Chemical & Colors)**

Worked as an Accounts Manger & Administration for the period of **December – 2012 to May 2015**

**M/s HINTH TRANSFORMER PVT LTD ((Manufacturing production & Services)**

Worked as an Sr Accountant for the period of **October – 2009 to November 2012**

**M/s STAR ONE TOWNSHIP PVT LTD (Construction Infrastructure)**

Worked as an Sr Accountant for the period of **Jan – 2006 to July 2009**

**Worked in Chartered Accountant    K.NARSIMHA REDDY**

 Accountant & systems operator   Since May 2003 to Dec 2005

 **EDUCATIONAL QUALIFICATIONS**

**Master of commerce** from Osmania University.

**Bachler of commerce from** Osmania University.

**TECHNICAL QUALIFICATIONS IT Knowledge**

* **Accounting Packages** : **Microsoft accounting ERP, Busy Erp, Quick Book, Tally ERP,**

 **Wings ERP, Focus ERP, Ace ERP, and Pack...,**

* **SAP : FICO ERP**
* Operating Systems : MS-Windows 2007, XP
* Ms Office : MS Office 2010 (MS Excel, Word, MS Outlook, MS Access, Power Point)
* Competent in Excel (PIVOT tables, VLOOKUP’s, INDEX/MATCH, Charts)
* Hardware : System Assembling, Trouble Shooting, Software Installation
* Self-Starter : Can work independently.

Professional experience responsibilities:

* **Handling all Bank Works (*Letter of Credit and Bank Guarantees and payment and receipt*)**
* Handling Statutory and Internal Audit Compliance of Direct, Indirect tax and VAT & GST requirements.
* Preparation of Monthly Sales statement executive wise & Customer wise
* Leading the activities of the Costing team as it relates to all business unit liaison duties and ensuring the team is meeting the needs of the Product Management team by seeking, obtaining, and reacting to feedback from the Senior Merchants and the Divisional Merchandising Manager on a regular basis.
* Reviewing key cost and margin analytics as prepared by the costing team to assist in make/buy decisions, what-if analyses, line item margin reviews by category, and costing forecasts.
* Reviewing the calculations, analyses, and reconciliations prepared by the costing team for various costing standards including freight, duties, overhead rates, labor rates, and laundry. Provide detailed analysis and present findings to senior management throughout the organization regarding cost changes, trends, and forecasts.
* Designing and implementing cost accounting systems
* Reconciling beginning raw materials, work-in-progress and finished-goods stock.
* Coordinate with IT department for system issues, maintenance and development such as production, purchasing, import/export, accounts payable, accounts receivable, import/export IT, receiving, shipping, and other.
* Support and assist internal department reporting requirements such as audit schedules, tax schedules and others.
* Provide full general Ledger Maintenance, Reconciliation Support for all Accounts in India including Monthly Inter-Company Reconciliations & Support all related entities.
* Timely & Accurate Reporting, Preparation & Analysis of Monthly & Annual Financial Statements.
* Full third-party AR & AP Responsibilities, including Invoicing, Payable, Client & Vendor Management, follow up on Collections & Monthly Reporting in Accurate & Timely Manner.
* Monthly Cash Flow Analysis & Reporting, Bank Reconciliations, Payment Processing, Petty Cash Management & Cash Receipts & Reimbursement Processing.
* Preparation of monthly MIS and Financial statements to the management.
* Preparation of Cash flow reports, Budgets and Funds Management.
* Preparation of P & L, Balance Sheet and other financial statements including Annual Reports and BRS Preparation.
* Preparing Trial Balance, Profit and Loss Accounts, Balance Sheet and assisting the CA in finalization of accounts.
* Preparing & comparing the Annual/ Monthly Budgets with the Actual i.e. Variance Analysis & Financial Analysis
* Prepared Fixed Assets Report and depreciation schedules.
* Stock Analysis Report
* Communicate with dispatchers, warehouses and customers regarding outgoing orders.
* Develop quarterly and annual sales department budgets.
* Establish long-term customer relationships through prompt and courteous service.
* Chasing payments from the clients.
* Monitor PBT as a % of Revenue/ Operating costs as a % of Revenue
* Managing the company’s Funds. To keep the records of all the transactions.
* Responsible for cost cutting and Fund management of the company.
* Closely monitor cash flows and take necessary steps to ensure continuous availability of working capital.
* Project Management- Preparation of Invoicing, Reconciliation of Receivables, Debtors Ageing Analysis,
* Finalizations of Inventory, Reconciliation of Creditors & Debtors ledgers.
* Handling Audit queries of internal and external Auditors.
* Accounting for Payroll monthly, Monthly Payment of TDS Tax, Professional Tax, EPF, ESI & related Quarterly & Annual Filing including TDS Certificate, Regulate Employee IT & F&F Settlement.
* Work with External Accountant for Annual IT Filing, Reporting, Statutory & Tax Audit Preparation.
* Prepare Month-end Closing Entries & Report Monthly Financial Statements & Analysis to the Global Leadership Team.
* Work closely with Operational Teams to ensure proper Revenue Recognition & Tax Treatment on Inter-company Transaction.
* Knowledge in GAAP, Direct & Indirect Tax & Equity Accounts, Familiarity with Indian Tax Regulations & the Accounting for those Taxes.
* Familiarity with Shop & Establishment Regulation, Bank Requirements, Legal & other Statutory Requirement for LLP Firm.
* Maintenance of Financial Accounts and handling Service Tax, TDS matters.
* Vendor Management-dealing with internal and external customers, Issue of purchase orders and payments
* Monitoring of Project Accounting.

Reconciliation:

* General Ledger vs Sub-Ledger reconciliation.
* Intercompany reconciliation.
* Regulatory and Tax Recon.
* Preparation of Bank Reconciliation Statement
* Reconciliation of Debtors and Creditors.

Closing:

Involve in monthly/quarterly/yearly closing (of books of accounts) that includes:

* Accounting of accrual expenses/incomes.
* Identification and accounting of prepaid expenses with amortization as per service agreement.
* Booking of Income and Expense on the basis of estimates.
* Booking of revenue and expenditures of business units which are working on non-ERP platform.
* Journalize daily treasury and taxes wires.
* Review g/l accounts for validation and book re-class entries/ cost center allocation if required.
* Track senior and junior notes for interest activities with amortization of issuing cost etc.
* Track joining, special, retention and anniversary bonus of employees on the basis of agreement.
* Employee incentives and benefits related calculation.
* Month-end adjustment on the basis of new estimates.

Reporting:

* Review financial statements on daily basis in month-end to bring out the discrepancies.
* Review Intercompany settlements report and roll-out to concern parties with commentary.
* Roll-out suspense and flipped balance report with commentary (if required).
* Involve in preparation of Profit and Loss and Balance Sheet variance analysis report to identify trend and reasons for deviation for the client.
* Mark to Market report with realized/unrealized gain and loss over the period.
* Headcount report with research on new entrants and exits.
* Long term debt trend analysis.

Statutory Returns

* Provide Statutory Compliance, Income tax, TDS, Service Tax & GST,VAT
* Excise Returns through online.
* VAT & GST Returns through Online.
* Monthly Returns on time
* VAT & GST audit internal and external.
* VAT AUDIT

Auditing

MINDMAP CONSULTING

Working Under a Chartered Accountant Susheel Saboo Global Operating Leader - Operations at GENPACT LLC.

* April 2012 to 2014 dec. As Part Time
* Looking accounts of the following firms: Auditing
* SOLPRO AUTOMATION SYSTEMS (Manufacturing Transformer) (Accounting Packages Focus)
* MINDMAP CONSULTING
* ORIENT CARGO MOVER (LOGISTIC) (2012-13 AUDITING)
* SABOO HOSPITAL & DIAGNOSTIC (2011-12. 2012-13 AUDITING)

PROFILE

* Father’s Name : SYED YOUSUF ALI
* Date : 20-06-1981
* Sex : Male
* Marital Status : Married
* Languages Known : English, Hindi, Urdu, and Telugu
* Nationality : Indian
* Passport No : K8251783

Place: Hyderabad, India (SYED ARSHAD ALI)