

## Curriculum Vitae

**Atharali Samiullah Sayyed**

**Mobile: 8793485840**

**Email: [atharali.sayyed@yahoo.in](mailto:atharali.sayyed@yahoo.in)**

**Address: Sr.No 213 Opp Radhanagari Housing Society Dighi Road Bhosari Pune 411039**

**OBJECTIVE :** To walk the extra mile in the Corporate World to get self-recognition.

---

### WORK EXPERIENCE. I

**RTS FOODS INDIA PVT LTD.**

**Designation : Junior Accountant**

**15<sup>th</sup> December 2017 To Current Date**

#### **JOB DESCRIPTION:**

Assisting with monthly closing & supporting the Senior Accountant in carrying out the responsibility of the accounting department

#### **RESPONSIBILITIES**

- Prepare and submit weekly/monthly reports.
- Update accounts receivable and issue invoices.
- Update accounts *payable* and perform reconciliations.
- Assist senior accountant in the preparation of monthly/yearly closing.
- Assist with reviewing of expenses, payroll records etc as assigned.
- Assist in the processing of balance sheets, income statement and other financial statements.

### WORK EXPERIENCE. II

**IBM Daksh (CONCENTRIX), PUNE**

**Designation : Practitioner Crm Operation**

**15<sup>th</sup> March 2016 to 8<sup>th</sup> December 2017**

#### **RESPONSIBILITIES:**

- There are two types of claim: hospital & medical.
- Work is reconciling bills and find out the discrepancy so the claim should be proper verifying the details of the customer.
- And if any big issue regarding bill payment, we were launching appeals and complains on behalf of member through asd application.
- Meeting tat so that client should not face any problem or any obstacles they can easily claim the amount.
- Claim denied with number code for the purpose of security reasons and claim is handle as per denial code description.
- Handling calls as per requirements of process & also handling escalation regarding penalties.

## **WORK EXPERIENCE. III**

### **CHARMINAR STONE DEPOT, PUNE**

**Designation : Junior Accountant**

**1<sup>ST</sup> JULY 2011 TO 29<sup>th</sup> February 2016**

#### **COMPANY PROFILE:**

Charminar Stone Depot is located in Bhosari Pune. Its deals in supplying building materials such as sand, cement and iron rod.

#### **JOB DESCRIPTION:**

Assisting with monthly closing & supporting the Senior Accountant in carrying out the responsibility of the accounting department.

#### **RESPONSIBILITIES**

- Monthly closing & preparation of monthly financial statements.
- Reconcile & maintain balance sheet & accounts.
- Draw up monthly financial reports.
- Assist with yearend closings.
- Administer accounts receivable & accounts payable.
- Prepare tax computations & filling of returns online.
- Monitor & resolve bank issues fee anomalies & check differences.
- Accounts/bank reconciliations.
- Review & process expenses reports.

#### **COMPUTER QUALIFICATIONS**

- Working knowledge of PeopleSoft, Tally Erp, Sap, Power point, Excel & Word.

#### **EDUCATIONAL QUALIFICATION**

- **B.com** with second class from Pune University 2011.
- **HSC** with second class from Pune University.
- **SSC** with second class from Maharashtra Board.

#### **PROFESSIONAL STRENGTH**

- Good analytical and process skills
- Excellent interpersonal and communication skills
- Target driven
- Open minded
- Strong leadership skills