

CURRICULAM VITAE

Sayed Akhdam Rasul



Contact

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Languages

- English
- Hindi
- Urdu
- Arabic

Personal

Details

- Nationality: Indian
- Date of Birth: 14th June 1986
- Marital Status: Married
- Place of Birth: Odisha

Education

MBA in Finance,
(Punjab Technical University)

Year: 2011-2013

Bachelor of Commerce
(Bcom)

(Utkal Universities, Odisha)

Year: 2003-2006

Technical skills

- Diploma in office management
- Worked on SAP, Oracle 12i, Lawson and Tally.
- Advance excel formulas.

Certifications

- Diploma in Computer application.
- Diploma in Office Management.

OBJECTIVE

Seeking challenging role in finance and accounts involve responsibilities. My objective is to be an ideal employee who adds value to the organisation by putting his knowledge and effort to achieve organisation goals.

Experience

Torus Marketing Pvt Ltd- Mumbai,
(June 2019-till present).

Job Title: Senior Accountant

- Process payment to suppliers upon approval.
- Prepare month end accrual/recurring journal entries.
- Month end closing and preparation of monthly financial statements.
- Preparation of daily revenue and inventories report.
- Handling creditors /debtor's queries related to payment and supplies.
- Preparing bank reconciliation and coordinate with bank to resolve issue.
- Review and validate accounts payable/receivable invoices.
- General ledger scrutiny and passing reversal/adjustment entries.
- Preparing and updating fixed asset /prepaid register.
- Reconcile vendor and customer account monthly basis.
- GST reconciliation and TDS payment.

National Parking Company LLC, (Mawgif) Jeddah, SA,
(May 2015- April 2019).

Job Title: Lead Accountant

- Reconciling input/out vat and filing vat returns.
- Finalisation of monthly, quarterly and year end account.
- Preparation of revenue, expenses and accrual journal entries.
- Reconcile general ledger accounts including payroll, prepaid.
- Preparation and review trial balance monthly basis.
- Coordinate with auditor and resolve issues during audit.
- Preparation and analysis of monthly sales report.
- Review financial statement submitted by audit firm.
- Booking invoices upon approval.
- Reconciling bank and intercompany account monthly basis.
- Oversee daily collection and deposit.
- Review contract, tenders and process payment.
- Reconcile card/online transactions and resolve issue with bank.
- Review expenses/claims submitted by branch and process payment.
- Conduct weekly branch audit and review team work.
- Conduct meeting and session for branch accountants.
- Preparation of asset schedule and year end depreciation journals.

TATA Consultancy Services Ltd, Powai, Mumbai,
(June 2012 –Dec 2014).

Job Title: Senior Associates-GL Accounting

- Preparation and update SOP and other process documents.
- Preparation of mis report for various stake holders.
- Perform month end closing activities, posting journals and act as sme.
- Review prepaid expense and posting amortization journals.

Skills Highlight

- **Strong decision maker.**
- **Complex problem solver.**
- **High level in communication skills.**
- **Team player and working under pressure.**
- **Customer oriented.**
- **Time management and organized multitasking person.**
- **Very good command of MS office, Email and internet.**

- Preparation and posting journal entries requested by client.
- Preparation of vendor reconciliation weekly and post adjustment jv.
- Review team task on daily basis and implement process improvement.
- Attend meeting/status update call with client.

**Pharmax (India) Pvt Ltd, Mumbai,
(Jan 2008-May 2012)**

Job Title: Accounts Executive.

- Preparing and verifying sales invoice.
- Prepare and analyzed operation reports.
- Preparing and verifying petty cash voucher and posting to systems.
- Credit collection and preparing financial reports.
- Preparing bank reconciliation.