

SYED AFFAN AHMED

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PROFESSIONAL SUMMARY: Ambitious Financial Analyst well-versed in balancing priorities and meeting deadlines under pressure. Detail-oriented professional with [4.5] years of hands-on experience in statistical and quantitative analysis and forecasting. Expertise in risk management, corporate finance and performance optimization. Proficient with strong analytical skills to promote organizational success.

SKILLS

Working closely with the Project lead on data analysis, monitoring and managing the job role

Teamwork and Flexibility

Strong motivational skills and abilities, promoting a team-based approach

Strong interpersonal and communication skills, both verbal and written

Ability to maintain professional and positive attitude.

Languages Known

English
Hindi
Telugu
Urdu

AREAS OF INTEREST:

Accounting and Finance.

WORK EXPERIENCE:

Sl. #	ORGANIZATION	DESIGNATION	TIME FRAME
1	Thryve Digital Health LLP Hyderabad, TG	Senior Business Analyst	Oct 2021-July 2022
2	Wells Fargo, Hyderabad, TG	Associate Financial Analyst	May 2019 – Jan 2021
3	AMR Enterprises Hyderabad, TG	Accountant	April 2018- May 2019
4	Genpact, Hyderabad, TG	Process Associate/SAP End User	Feb 2017 – April 2018

JOB ROLE and RESPONSIBILITIES:

Senior Business Analyst

- Processing of US invoices and OUS invoices (outside of US) and different types of uploads
- Processing of PO and Non-PO Invoices in oracle. Performing 2 Way and 3 Way matching.
- Working on uploads Vera mark, UPS (freight) check request, professional consultants and employees.
- Working on changing of payments methods (Check, EFT, Wire methods and payment terms)
- Working on multiple mailboxes and reporting activities such as payment status, remittance report.
- Working on errors files of invoices and uploads and vendor reconciliation.
- Working on VMD (vendor master database)

Associate Financial Analyst

- Processed mortgage loans by associating documents to stipulations.
- Performed various activities apart from production like floor support & auditing.
- Calculating the incomes of borrower based on their pay slips and other income documents in ICT (Income calculation tool)
- Identifies ways of improving mortgage loan system. Adheres to mortgage loan standards and laws.
- Monitored due dates and deadlines and worked to submit all documents on time or early.
- Checked accuracy and completeness of documents to identify deficiencies and recommend corrective actions.

Accountant

- Maintaining accounting records on a daily basis. Carrying out financial transactions and analysis.
- Preparing profit and loss statements and balance sheets.

ACADEMIC PROFILE

MBA - Finance (2014-2016)

Amjad Ali Khan College of Business
Administration – Hyderabad

B.COM - computer Application (2011-2014)

Avanthi Degree College – Hyderabad

Higher Secondary Education (Class 11th and 12th) (2011)

Xavier Memorial High School – Hyderabad

School Secondary Education: (Class 10th) (2009)

Xavier Memorial High School - Hyderabad

Extra-Curricular

Activities

Participated in Cricket Tournaments

Participated in Inter-college Badminton competitions

Participated in different Volunteering platforms and Community Service.

- Maintaining the assets and liabilities of the company.
- Handle monthly, quarterly and annual closings and all accounting transactions.

Process Associate/SAP End User

- Admirable Experience in invoice processing and data entry operations primarily for US, and secondary backup for Puerto rico.
- Working knowledge of Read soft.
- Processing of PO and Non-PO Invoices in SAP. Performing 2 Way and 3 Way matching.
- Working on Escalation emails and Month end Reporting.
- Entered invoices requiring payment and disbursed amounts via check, electronic transfer or bank draft.
- Trained and mentored new team members and managers on accounts payable systems and policies to build cohesive groups and promote operational performance.

Certifications and Training:

[SAP/ Read soft], [Medtronic] - [2017]

[General Acc. Program] Training - [2017]

[SAP FICO] Training - [2016]

[Tally ERP 9], [NSIC] - [2015]

Accomplishments:

- Received a professional excellence award from the Financial Management for decreasing overheads.
- Processed more than [1500] weekly invoices using Read soft software.
- Received appreciation mails and was awarded star of the day.

PERSONAL DETAILS:

Date of Birth: 20/11/1993

Marital Status: Single

Father's Name: Syed Siddiq Ahmed

Gender: Male

Nationality: Indian

DECLARATION:

I hereby solemnly declare that all the above-mentioned details provided by me are true to the best of my knowledge And belief.

Date:

Signature:

Syed Affan Ahmed