

Abbas Ali Khan

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Career Objective

Young, energetic with overall **7 years of experience in Accounts** with currently 2.5 Years' experience in FMCG – Iffco Distribution Services and remaining as *Accounts Executive for 4.5 years*. Handling and managing all Accounts receivable and Bank Reconciliation related activities, sound knowledge of Margin Claims, Inventory, Trade Marketing Investment, managing and updating SOA for key customers like Lulu, Sunrise, Dubai Duty Free, Sharjah Duty Free and other various customers.

I have proven myself as valuable asset to my current Finance team. Seeking opportunities & Challenges to enhance my experiences and skill in the field of *Accounts*.

Computer Skills and applications expertise:

- Proficiency in MS Excel,
- Tally
- Focus
- Wings
- Peachtree
- Wingold
- Oracle.

Current Experience



Company:- Iffco Distributionservices

Duration: Feb 2017 – July 2019

Work Responsibilities

Accounts Receivable:

- Working with trade marketing department for category wise claims in terms of various marketing expense & provisions (i.e. Rebate, Discount, fixed spent, variable spent and progressive rebate etc.)
- Blocking & Unblocking the Customer P. O's upon merit basis on collection status.
- Experience on handling key customers and Perform major customer account reconciliations – Lulu group, Sunrise group, Eppco, Dubai & Sharjah Duty free Etc.
- Monitor customer account details for non-payments, delayed payments and other irregularities. Regular communication and follow up with customers
- Monthly review of sales team, research and resolve payment discrepancies.
- Generate age analysis and review AR aging to ensure compliance.
- Updating Customer Credit Limit and Credit Days as per Company Policy

Accounts Analyst cum remittance

- Cash and Bank Reconciliation research and analyze high volumes of reconciling items Ensure prompt and consistent follow-up until reconciling items are cleared, and Provide supporting documents and key various journal entries upon request Confirm and report unusual activity relative to G/L and bank account transactions Promptly respond to management, client groups, auditors and other staff as required Provide back-up support for preparation of reconciliation
- Responsible for Month End follow up Balance Sheet Schedules, Accounts Receivables, Bank Account, Remittance Account, PDC On Hand, Cash Clearing Account etc.
- Daily Remittance of 200 CDC Cheque and reconciliation of bank statement
- Month wise Cycle Count for Van salesman.
- Stock verification for all Ware house in U.A.E.

Associate data administrator cum Logistic dispatcher

- Provided quick response to customers/drivers while maintaining efficiency and accuracy.
- Schedule and dispatch workers, work crews, equipment, or service vehicles to appropriate locations according to customer requests.
- Relay work orders, messages and information to work crews, supervisors, and field inspectors Confer with customers or supervising personnel in order to address questions, problems, and requests for service.
- Prepare daily work orders and run schedules and Receiving of Sales Return to process in system

Previous Experience 1:

Company Name : Eden Line kitchen Equipment Trading LLC
Experience : Dec 2015 – 31 Dec 2016
Designation : Senior Accounts Receivables.

Work Responsibilities:

- Review all invoices for appropriate documentation and approval prior to payment.
- Sort and distribute incoming mail
- Prioritize invoices according to cash discount potential and payment terms
- Process check requests
- Audit and process credit card bills
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices

Previous Experience 2:

Company Name : Al Kanz Jewels LLC
Experience : May 2013 – June 2015
Designation : Accounts Executive

Work Responsibilities:

- Preparing MIS Reports for the evaluation of the sales performance of the sales persons.
- Stock taking of Gold for various branches of the company weekly.
- Handling the payment and gold dealings with suppliers of gold for the company.
- Reconciling the branches accounts with the Head Office.
- Preparing target sheets for sales person with respect to Gold sales and Old gold purchase.
- Calculating the incentives of the sales persons on the basis of their achieved targets.
- Handling the foreign currencies sale and purchase of the company and interacting with various foreign exchanges to provide maximum profit to company.

Previous Experience 3:

Company Name : Sai Vardhan Pvt Ltd., Hyderabad, India
Duration : February 2011 – March 2013.
Designation : Accountant

Work Responsibilities

- Book keeping and handling day to day Accounts.
- Dealing with various Showrooms of Electronic Gadgets on behalf of the company and handling purchasing and payment task.
- Daily stock taking and preparing the Reports.
- Analyze the sales performance of the company and preparing the monthly sales performance report and reporting the same to the Management.

Academic Profile:

Degree/ Course	University / Board	Year of Passing	% of Marks
SSC	ANDRA PRADESH BOARD	MAY 2005	52%
CEC	ANDRA PRADESH BOARD	MAY 2007	A GRADE
B.COM	OSMANIA UNIVERSITY	MAY 2010	A GRADE

Languages Known:

English, Hindi, Arabic & Telugu

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Hyderabad.

Abbas Ali Khan