

Carrier objective

An enthusiastic and disciplined person looking for a next stable position in life. To enhance my skill set by working in a challenging and competitive environment while at the same time contributing to the growth and progress of the organization and to put in best efforts towards mutual growth.

Professional Summary:

- ❖ BBA with 4+years of experience in accounting field.
- ❖ Contribution to full Life Cycle Implementation including configuration, testing, migration.
- ❖ Worked in support projects related to issue resolving, handling day to day tickets and user training.
- ❖ Hands-on configuration experience in **SAP Finance** module.

SAP Finance - FI Skills:

- **Enterprise Structure:** Company, Company Code, Business Area, Segment, Credit Control Area.
- **Financial Accounting Global Setting:** Fiscal Year Variant, Posting Period Variant, Field Status Variant, Document Number Ranges, Document Types, Posting Keys and Employee Tolerance Group.
- **General Ledger:** Chart of Accounts, Account Group, Retained Earnings Account, Create G/L Account, Define Accounting Principle and Assign to Ledger Group, Currency and Ledger Settings, Create Cost Centers and Profit Centers, G/L Transactions and Reporting, Recurring Entries, Document Parking, Holding & Reversal
- **Accounts Payable:** Reconciliation G/L Account, Vendor Account Groups, Number Ranges, BP Grouping and Number Ranges, Create Business Partner, Payments Terms, Tolerance Group, Down Payment
- **Accounts Receivable:** Reconciliation G/L Account, Customer Account Groups, Number Ranges, BP Grouping and Number Ranges, Create Business Partner, Payments Terms, Tolerance Group for Customers, Dunning, Interest Calculation, Down payment
- **Bank Accounting:** Create House Bank, Check Issue to Vendor, Customer Check Deposit, Bank Reconciliation, APP Run, Cash Journal.
- **Asset Accounting:** Chart of Depreciation, Depreciation Areas, Accounting Principle, Asset Class, Depreciation Key, Asset Technical Clearing Account, Assign G/L Account, Create Asset and Sub-Asset, Asset Acquisition and Depreciation Posting Run, Asset Transfer and Retirement.
- **Foreign Currency:** Foreign currency transaction
- Preparation of Financial Statement Version
- FI Month end and year closing and Balance Carry Forward.

Work Experience:

Project 1

Previous Employer : **hero moto cop Pvt. Ltd.**
location : Siwan,Bihar
Role : SAP FI Associate Consultant
Project type : Implementation and Production Support
Duration : 20th dec 2020 to till date
SAP System : SAP ECC 6.0 (EHP 6)

Roles & Responsibilities:

- ❖ Configuring of Operating chart of accounts, G/L Account Groups, Retained Earnings Account, Creating GL masters records and Testing GL Transactions.
- ❖ Configuration of Accounts Payable, Vendor Account Group, Field Setting for company code Data, Number Ranges, Create Vendor and Testing Vendor Transactions.
- ❖ Configuration of Special G/L Transaction Vendor/Customer.
- ❖ Configuration of terms of payments for Customers/Vendors
- ❖ Configuration of Accounts Receivable, Customer Account Group, Field Setting for company code Data, Number Ranges, Create Customer and Testing Customer Transactions.
- ❖ Configuration of Dunning and Interest Calculation.
- ❖ Configuration of Bank accounting, Payment program, House bank, Payment method, Check Deposit, Bank reconciliation, Cash Journal and testing bank transaction and reporting.
- ❖ Preparation of test scripts and Unit Testing of GL, AR, AP, Bank
- ❖ Completed Cut-over activities in FI and Uploaded opening balances in SAP.
- ❖ Preparation of user manuals and conducting users training
- ❖ Providing day-to-day operational and process support.

Project 2

Current Employer : **VP ASSOCIATE**
Role : ACCOUNTANT
Duration : 2018 TO 2019

Roles & Responsibilities:

- ❖ Manage all accounting transactions
- ❖ Prepare budget forecasts
- ❖ Publish financial statements in time
- ❖ Handle monthly, quarterly and annual closings
- ❖ Reconcile accounts payable and receivable
- ❖ Ensure timely bank payments
- ❖ Compute taxes and prepare tax returns
- ❖ Manage balance sheets and profit/loss statements
- ❖ Report on the company's financial health and liquidity
- ❖ Audit financial transactions and documents
- ❖ Reinforce financial data confidentiality and conduct database backups when necessary
- ❖ Comply with financial policies and regulations

#Project 3

Current Employer	:	Newton Engineering & Construction CO.LTD
Role	:	data entry operator
Project type	:	Post Implementation Support Project
Duration	:	2016 to 2018
System	:	MS office

Roles & Responsibilities:

- ❖ Maintain an employee database and their useful information in an accurate manner.
- ❖ Update customer data on a daily basis through useful information.
- ❖ Review data deficiencies or errors, correct incompatibilities if possible and check the output of the authorization document.
- ❖ Check the data for accuracy and sort it according to the source documents.
- ❖ Verify and update data before entering it in the database.
- ❖ Enter data and fill in for the missing information through research and coordination from the concerned department.
- ❖ Apply data program techniques and procedures.
- ❖ Prepare the backup of all the data and information.
- ❖ Make reports and prepare data in a useful manner.
- ❖ Follow company policies and comply with data integrity.
- ❖ Keep confidential information securely.

STRENGTH

- ❖ Punctuality.
- ❖ Enthusiastic and hard working.
- ❖ Ability to lead, reach consensus, establish goals and attain results.
- ❖ Excellent Communication skills in written and verbal both.
- ❖ Excellent interpersonal skills.
- ❖ Excellent planning, organizational and negotiation strengths.

HOBBIES

- ❖ Reading books and magazines.
- ❖ Singing and music listening.
- ❖ Exploring new places.
- ❖ Interacting with people.
- ❖ Organizing events / Participating in different Productive and useful activities and Programs.

Computer and IT Skills:

- ❖ ERP Software : SAP ECC 6.0
- ❖ Ms Office : Word, Excel, Outlook & Power Point

Educational Qualification:

- ❖ **B.B.A - Teerthanker Mahaveer International University, Moradabad, Uttar Pradesh in 2018**
- ❖ **BSEB - KC COLLEGE, Saran, Bihar in 2015**
- ❖ **CBSE - KENDRIYA VIDYALAYA, Siwan, Bihar in 2013**
- ❖ **SAP FI – HIGH TECHNOLOGIES SOLUTION, Noida, Uttar Pradesh**

Passport details

Passport No : T 2074668

Date of Issue : 31.07.2019

Date of Expiry : 30.07.2029

Place of Issue : Patna

Visit status : Visit visa

Personal informations

Nationality : INDIAN

Father's Name : Md. Anwar ali

Mother's Name : Mrs. Yashmin Anwar

Date of Birth : 31-03-1996 (Thirty first March of Nineteen hundred and ninety six)

Gender : Male

Marital Status : Unmarried

Place of Birth : Siwan, Bihar.

Current Address : Industrial area 4 sharjah

Permanent Address : Naya Quila, Near adda no.1, Siwan, Bihar 841226.

Language Proficiency : English, Hindi and Urdu.

I hereby declare that all the above given information are true, complete and correct to the best of my knowledge and belief.

**signature
(nadeem anwar)**

