



HUMAIID NATHEKAR

Accountant

PROFESSIONAL SUMMARY

Dedicated Finance Professional with over 7 years of experience in accounting and financial management. Detail-oriented with extensive knowledge of record maintenance, Fund Forecasting and comprehensive account reconciliations.

WORK EXPERIENCE

Ilyas & Mustafa Galadari Group (IMG Worlds) - Accountant,
Jan'16–Current

- Maintained and processed invoices, deposits and money logs.
- Accurately calculated deductions and processed payroll for 1000 employees.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations with 100% accuracy.
- Prepared Monthly & Weekly Fund forecast statement.
- Reviewed and processed client payments, including electronic payments and check deposits of key suppliers to ensure smooth functioning of the business.
- Reviewed weekly and monthly budget performance reports, ensuring all departments and agencies operated within allocated budgets and investigated excessive expenses and reporting discrepancies.
- Organized and carried out efficient month-end, quarterly and year-end processes.
- Validated project and employment information and completed manual adjustments to financial data.
- Diminished outstanding debts by analyzing accounts for issues.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.

LARSEN & TOUBRO LTD ACCOUNTS SUPERVISOR

Jun'12–Sep'15

- Maintaining the Book of accounts and managing the administration of projects.
- Liaising with the debtors/ vendors while analyzing and reviewing their invoices billed and ensuring timely payments.
- Scrutinizing all kinds of bills prepared for payment and kept close vigil on maintenance of cash by verifying the cash books daily.
- Ensuring that bills towards purchase of products are raised with respective departments.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- Reviewed and processed client payments, including electronic payments and check deposits.
- Organized and carried out efficient month-end, quarterly and year-end processes.
- Diminished outstanding debts by analyzing accounts for issues.

CONTACT

PHONE:
+971-55-970 6848

Linkedin
<https://www.linkedin.com/in/humaid-nathekar-0a0a25a1/>

EMAIL:
nathekarhumaid@gmail.com

EDUCATION

Mumbai University
Bachelors of Management Studies – 2012
Finance & Retail Management

SKILLS

- Account reconciliation specialist
- Invoice coding familiarity
- Budget analysis
- Cash Flow analysis
- ERP software
- Invoice preparation
- MS Office Suite
- Bookkeeping
- Administrative support
- Accounts payable and receivable
- Audit coordination
- Strong communication skills
- Financial management
- Cash flow management
- Payroll administration
- Payroll processing

SOFTWARE

- Microsoft AX
- Focus
- Microsoft Office