

SHAIK IMRAN AHMED

Accountant

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SUMMARY

To leverage my extensive financial expertise and analytical skills as an accomplished accountant to contribute to an organization's financial success. I am committed to ensuring accuracy and compliance in financial reporting while striving for continuous improvement in processes and delivering valuable insights to support strategic decision-making.

EXPERIENCE

Accounts Manager

07/2019 – 10/2023

SAJ Consultancy

Hyderabad, India

SAJ Consultancy is a leading Civil Engineering Structural Engineering Architectural Designers firm rendering comprehensive professional services which include party Wall Surveyors etc.

- I have worked on Preparing asset, liability, and capital entries by compiling and analyzing account information.
- Prepare General Ledger reconciliation with sub-ledgers all subsidiary accounts and records will be reconciled to the general ledger monthly and at year-end closing.
- Documents financial transactions by entering account information.
- Maintain the Account Receivable Ledger and process Account Receivable Closing and Reporting.
- Calculation of depreciation as for the Income Tax rules and regulations.
- Entering direct journal vouchers, petty cash book etc.
- Collecting, calculating, and entering data in order to maintain and update payroll information.
- Manage cash flow to ensure the organization has adequate funds to meet its operational and financial obligations. Optimize working capital and liquidity.
- Oversee tax compliance and planning, including the preparation and filing of tax returns. Minimize tax liabilities within legal frameworks.
- Support functional consultants in designing solutions for the gaps identified.
- handle routine maintenance, operation, and upgrades, and play a major role in planning and executing migrations and other major projects.

STRENGTHS

& Problem-Solving

Accountants are adept at identifying financial challenges and developing solutions to address them effectively.

F Time Management

They are capable of managing multiple tasks, meeting deadlines, and prioritizing work effectively.

* Customer Focus

Accountants prioritize the needs and satisfaction of clients by delivering exceptional financial services.

Computer Skills

MICROSOFT OFFICE

Word, Excel, Powerpoint, outlook

SAP Accounting Software

Oracle ERP

Tally ERP Prime

Quick Books

Zoho Books

Skills

Fully cycling Accounting

Budget fore casting expertise

Bank Reconciliation & Balancing

A/P & A/R reconciliation

Payroll processing

Tax Management

Accounts Manager

08/2016- 02/2019

KNR CONTRACTORS PRIVATE LIMITED

Hyderabad, India

To develop KNRCL as a center of excellence in the field of Infrastructure Services by striving continuously to provide eco-friendly solutions, adopting state-of-the-art practices and commitment to quality through motivated human resources.

- Ensure compliance with financial regulations and accounting standards. Stayup- to-date with changes in accounting rules and regulations.
- Process and manage accounts payable and receivable transactions, including verifying invoices, issuing payments, and reconciling statements.
- Conduct financial analysis to identify trends, opportunities, and potential risks. Provide insights and recommendations to support strategic decision-making.
- Develop and manage budgets, including annual budgets and forecasts. Monitor financial performance against budgeted goals and analyze variances.
- Collaborate with senior management to develop financial strategies and long- term financial plans. Contribute to the organization's financial growth and stability.
- Manage cash flow to ensure the organization has adequate funds to meet its operational and financial obligations. Optimize working capital and liquidity.
- Oversee tax compliance and planning, including the preparation and filing of tax returns. Minimize tax liabilities within legal frameworks.

EDUCATION

Bachelor of Commerce (B.Com)

05/2016 - 06/2019

Osmania University

Hyderabad, India

Intermediate Public Examination

06/2014 - 05/2016

Government Jr College

Hyderabad, India

Secondary School Certificate

05/2013 - 03/2014

Unique High School

Hyderabad, India

LANGUAGES

English

Native

Urdu

Native

Hindi

Native

CERTIFICATION

COMPUTER ACCOUNTANCY

National Institute for Micro, Small and Medium Enterprises from May to July 2016.

AREAS OF INTEREST

- Financial Accounting & Taxation

HOBBIES

- Playing Cricket
- Exercise In Gym