



NASREEN MOHD UMAR SAYED

310, 3rd Floor, Paul Parera Building, Hall Village Road,
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DOB 08th December 1987

Objective

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

Experience

Day & Day Metropolis (Worli Head Office)

2020 - Oct - 2023

Accounts Executive For Vendor Management Helpdesk

- * Responsible to manage vendor's payment timely.
- * Responsible to maintain vendor's payment tracker.
- * Responsible to fulfill vendor's queries.
- * Responsible to check payment history in ORACLE NETSUITE periodically.
- * Responsible to cordinate with purchase team.
- * Responsible for timely GRN in system for vendor's invoices.

Reliance India Limited (Solaris) Acme Mall

2018 - 2020

Store Loss & Prevention & Internal Auditor

- * Responsible for Cash audit & POS audit on daily basis.
- * To prepare Line Item Void report on daily basis.
- * Responsible for Commercial auditor on daily basis.
- * Preparing and maintain spreadsheet data bases and manuals.
- * Responsible for Risk assignment report.
- * To prepare Dump reports and Markdown reports on daily basis.
- * Profit and loss report analysis periodically.
- * Responsible to ensure proper accounting policies are followed.
- * Assisting with preparation for internal auditing and provide data to meet auditor needs.

Sayed Wahid & Co.

2017 - 2018

Accounts Executive

- * Responsible to enter all types of vouchers in tally software.
- * Sales, Purchase, Payment, Contra, Receipt and Journal Entries.

- * Responsible to handle bank statement.
- * Maintain Cash and Bank Reconciliation.
- * Sundry Debtors and Sundry Creditors Reconciliation.
- * GST Sales and Purchase entries.
- * GST R1, R2 & GST R3B return filing.
- *Finalization of income tax and GST tax working in online.

R.R Muni & Co.
Accounts Executive

2010 - 2017

- * Responsible to handle Petty Cash.
- * Responsible to maintain Cash and Bank transaction
- * Responsible to file GSTR 3B
- * Looking all accounting activities.

Education

Mumbai University
Bachelor Of Commerce
2010 — **Second**

Maharashtra Board
Higher Secondary School
2007 — **Second**

Maharashtra Board
Secondary School Certificate
2005 — **First**

Skills

- Team Management
- Process Improvement
- Focused Innovation
- Customer / Vendor Relations
- Analytical and Interpersonal Skills

Additional Information

Height = 4.9"
Weight = 54 kg

Language

Hindi = Speak, Read, Write
English = Speak, Read, Write
Marathi = Speak, Read, Write
Urdu = Speak, Read, Write

Achievements & Awards

MsCIT,
Typing 30/40
Diploma in Computer
Tally ERP
Oracle NETSUITE

Signature:



Nasreen Mohd Umar Sayed