

# ZIYAUDDIN MOHD.

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## OBJECTIVE

Meticulous Accounts Payable Officer offering exemplary auditing, team collaboration and time management skills. Highly capable of handling all types of stressful situations with exceptional composure and poise. Pursuing a similar position where focus and dedication are highly sought.

## EXPERIENCE

2018 -  
Current

### NowFloats Technologies Pvt Ltd

Accounts Payable Manager

- Managed accurate and timely processing of over 3000 invoices per month.
- Positively interacted with all partners, employees and customers using exemplary communication and interpersonal talents.
- Aligned workload and reduced head count without service interruption.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Closely monitored accounts to ensure timely payments and resolve billing discrepancies.
- Partnered with finance team to complete month end functions, including accruals and account reconciliations.
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Developed reports for senior management to outline expenditures, vendor spend and forecasting.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Observed strict confidentiality regulations to ensure that all sensitive data was kept safe.
- Analyzed financial data derived from multiple reporting systems to develop recommendations for operational and performance improvements.
- Conveyed pivotal operational improvements to boost performance using financial data from reports.
- Strengthened financial management processes to bring errors to near zero in reporting, payroll administration and general bookkeeping.

Aug 2015 -  
Jan 2018

### **Bosu & Co, Chartered Accountants**

Audit Assistant

- Consultancy work by way of Book keeping for various companies in the following areas, Day to day accounting.
  - GL Reconciliation such as Suppliers and customer accounts reconciliation.
  - Maintenance of Fixed assets register and schedule.
  - Preparation of Depreciation schedule.
- Salary statements preparations, Payments and Tax assessments thereof.
- Preparation of Bank Reconciliation Statements.
  - Preparation of financial statements (Balance sheet, P&L A/c, Schedules and notes to accounts).
  - Audit of various service and manufacturing industries covering the following areas, Vouching, Ledgers Scrutiny, BRS and Statutory Compliances.
  - Verification of cash, purchases, sales and other General ledgers.
  - Reconciliation towards bank statements and account with customers.
  - Preparation of various queries reports and ensuring followup actions.
  - Performed periodic budgeting/modeling to project monthly cash requirements.
  - Created presentation formats for monthly/quarterly reviews of expense charge-outs.
  - Supervised accounts receivables clerks, team of five.
  - Filed tax returns and prepared governmental reports in compliance with strict standards.
  - Reconstructed accounting records from clients' checks and cash receipts.
  - Reviewed collection reports to determine status of collections and the amounts of outstanding balances.
  - Cooperated with engineering, manufacturing and corporate accounting to verify that quality standards were met.

## EDUCATION

2015	<b>Chaitanya Bharathi Institute of Technology</b> MBA: Finance and Marketing 7.8 GPA
2013	<b>Vashista Degree College</b> B. Com 6.0 GPA
2009	<b>Jnandeep Junior College</b> Intermediate 6.0 GPA
2007	<b>Aadarsha Vidyalayam</b> SSC 72%

## SKILLS

- Trained in Windows Family, MS DOS
- Team building
- Problem solving
- Decision making
- Ms office

- Accounting
- Bank Reconciliation
- Accounts payable expertise
- Team management
- Trained in Tally ECRP9.0, Wings, Focus
- Quality control

## PROJECTS

- **Effect on Financial Market due to Political Changes in India. (Finance Project)**

The main objective of the study is to analyze the impact of Politics (change in Government) on Financial Sector in the country and to understand the risk-return trade-off in investments made. The data collected for the project is completely confined to the year 2014, which justifies the project title, as the Government has changed after the month of May. The study revealed that there is a slow and steady progress in the growth of national economy, where the risks and returns, related to various economic sectors, are favourable.