­­CURRICULUM VITAE

**Mohammed Ehtesham Siddiqui**

Email Id: [mdehteshamsiddiqui@gmail.com](mailto:mdehteshamsiddiqui@gmail.com)

Contact: +91-9632555328

+91-8431579940

**CAREER OBJECTIVE:-**

Seeking a position of Accounts Executive Cum SAP FICO Associate Consultant in a reputed organization where I can utilize my skills, knowledge & experience in a better way to benefit the organization.

**Summary**

Having Total 8+ Years of Experience Including 1 Year Gulf Experience in Accounting & Auditing. Exposed to various Accounting & Taxation works.

**Skills in SAP FI/CO**

* FI- GL: Configuring, Implementing and Customizing of Enterprise structure Financial Accounting Global Setting, General Ledger Accounting.
* Accounts Payable: Configuring & Customizing Customer A/c Group, Vendor Master Data, Automatic Payment Program, House Bank Customization & Check Management.
* Accounts Receivable: Configuring & Customizing Customer A/c Group, Customer Master Data, Configuring Dunning Areas and Dunning Procedure.
* Asset Accounting: Configuring & Customizing of Assets, Maintaining of Assets Master Data, Acquisitions, Transfers, Revaluation of Assets and Depreciation Run.
* Proficient in EBS (Electronic Bank Statement) DME Data Medium Exchange.
* Proficient in Validations & Substitutions.
* Proficient in Upload the Legacy Data through LSMW.
* FI integration with MM.
* FI integration with SD.
* Maintaining Controlling Area.

**DOMAIN EXPERIENCE:-**

**V. Currently working as a Admin at Al Kareem College of Nursing Gulbarga from April 2020 to Present**

**IV.** Company : Z.Y Kapadiya Groups “Beauty & Cosmetics Outlets” Mumbai

Role : Accounts Executive

Duration : Feb 2018 to Sept. 2020

**Roles & Responsibilities:-**

* Oversee Accounts Receivable & Accounts Payables
* Overview & Update Day to day Accounting transactions in Tally ERP
* Supplier & Debtor’s Ledger Reconciliation & Weekly Bank Reconciliation
* Bank Deposits & Payments of Utility Bills & Prepare Salaries
* Generate E-Way Bills
* Coordinating with Vendors for any queries & statements of their accounts
* Follow up of Debtors & Creditors for payments & other issues related to business/transactions
* Handling Petty Cash Management
* Working Knowledge of TDS & I.T Returns
* Coordination with Tax Consultant for statutory payments of GST Filing/PF/ESIC
* General administration work
* Assist to Auditors queries and necessary revert them
* Perform miscellaneous job-related duties as assigned.
* Reporting to Accounts Manager of daily activities
* Any other duties assigned.

**III.** Worked as an Accountant at Al Tayyar Travels Group K.S.A (KINGDOM OF SAUDI ARABIA)

From October 2016 to October 2017

**II.** Worked as an Accountant at M/S VNR Construction Gulbarga Karnataka

From June 2014 to Sept 2016

**I.** Worked as an Account Asst. (Part time) at Mohammed Altaf & Co. Chartered Accountant Firm

From Oct 2011 to Dec 2013

**Roles & Responsibilities:-**

* Oversee day to day accounting activities & Data Entry of Purchases/Sales/Expenditures & JVs in Tally ERP of some particular clients. And also did

**Concurrent Audit of Banks I) CANARA BANK & II) CORPORATION BANK**

* Audit Work involved was mainly checking Day to day transactions, Vouchers, Receipts & Payments, Loans, Interest on Deposits, DD Commission etc, & we were submitted periodical reports to Audit Companies.

**Educational Profile**

* MBA from Gulbarga University, Gulbarga
* B.Com (Bachelor of Commerce) from Gulbarga University, Gulbarga

**Technical Knowledge**

* Tools : MS OFFICE, Tally ERP 9 & SAP FICO
* ERP : SAP R/3 – ECC 6.0

**Key Strengths**

* Good communication skills
* Ability to work independently with minimal supervision and as well as in a team environment
* Quick learning & Problem solving skills with a desire to work in a team oriented environment
* Positive approach thinking

**Passport Details**

Passport No : L8510627

Date of Issue : 04/04/2014

Date of Expiry : 03/04/2024

Place of Issue : Bangalore

**Personal Dossier**

Father Name : Late Mohammed Khader Mohiuddin Siddiqui

Mother Name : Farzana Begum

Date of Birth : 26th August, 1990

Marital Status : Single

Nationality : Indian

Languages known : English, Hindi, & Urdu

Permanent Address : H.No # 5-45/65 Baskshi Haveli Roza (B)

Darga Road Gulbarga 585104

Karnataka India

**Date:-**

**Place:-**

(Mohammed Ehtesham Siddiqui)