

Mohammad Sameer

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Seeking a good-level assignment with a reputed organisation in the **best** suitable sector, utilizing **over 3 yrs** of insightful experience in accounting.

Domains Studies: **Banking | Finance | Insurance | Healthcare | Retail | Realestate**

Key skills: **Accounting | Focus RT | Program Management | Project Management | Microsoft | Cloud | CRM | Tally Erp**

EXECUTIVE PROFILE

- ☒ Performance driven professional with **over 3 yrs** of total experience in the areas of **Accounts Payable and Receivable**.
 - ☒ **Contributing to the enterprises across verticals by helping them manage their vendors and customers more efficiently.**
 - ☒ Repeated success in the areas of Accounts and Program Management & Coordination, Delivery, Solutions, and Process Improvement.
 - ☒ **Consistently commended for building, reorganizing, streamlining, and strengthening Accounting operations**
 - ☒ Has an **excellent educational background: B.Com.(C), MBA. (FINANCE), from B School (LOVELY PROFESSIONAL UNIVERSITY, PUNJAB)**
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CORE COMPETENCIES

Delivery:

- Adaptable in managing diverse Cash flow, Cheque payments, BRS, Budgeting and multi vendor
- Spearheading good sized teams and Managing Budgets for Marketing spent
- Sound understanding of Accounting software tools, Test Automation tools, test automation frameworks and approaches

Process:

- Key skills in Accounting software Focus RT, Customer Engagement and Process Definition, Implementation, Metrics and Audits/Assessments
- Implementation of Audit trails and Interim Audit

Customer Relationship Management / Post Sales:

- Handling of RFI/RFQ responses, defining business solutions, effort estimations and Proposal defense
- Interfacing with customers on project progress, issues and delivery related issues
- Exposure to Sales /Relationship management

Technologies:

- Managing development & testing projects in Web and Client/Server technologies
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- Experience in ERP products (FOCUS RT, TALLY 9)

PROFESSIONAL EXPERIENCE

VAISHNAVI INFRACON INDIA PRIVATE LIMITED, HYDERABAD

Vaishnavi Oasis Project, Hyderabad

- Ensure consistent billing and financial reporting at project levels by following best practices.
 - Offer exact invoices to clients and coordinate consultant payments.
 - Monitor accounts receivable and support project managers with collection efforts.
 - Run and send pre-bills for project manager's review and instruction.
 - Prepare invoices making changes and notifying timesheet errors to supervisors.
 - Prepare and revise elaborate client invoices.
 - Support analysis and report assigned projects' financial information.
 - Generate, audit and mail client invoices to assist in cash flow and make subcontractor invoice payments.
- Input owner billings, change and purchase orders, subcontracts and journal entries.
- Support effective client relationships and submit project receipts.
- Ensure up-to-date maintenance of client contracts that reflect project needs.
- Guarantee timely reporting, budgeting, financial management and project forecasting to clients

EDUCATION

- ☒ **M.B.A (Finance and Digital Marketing)**, Lovely Professional University, Punjab, India (2015-2017)
- ☒ **B.Com (Computers, Accounting and Business Management)** Affiliated to Osmania University, (2012-2015)
- ☒ **C.E.C (Commerce and Accounting)**, (2012)
- ☒ **10th Standard. (General Studies)**, (2010)

CERTIFICATIONS / TRAININGS

- ☒ **MS Office - Excel (RCPL Certification)**
- ☒ **Big Data Analytics - (Online Big Data University)**

TECHNICAL SKILLS

- ☒ **Databases** - MS Outlook & CRM, MS SQL Server to Gmail or cloud connectivity
- ☒ **Packages/Tools** - Focus RT Financials(Accounts Payable,Accounts Receivable)
- ☒ **Operating Systems** - Windows Vista/XP/NT/2000 and others
- ☒ **Familiarity** - LAN, WAN and Wifi Networking

PERSONAL DETAILS

Date of Birth: 14 Feb 1993 **Languages Known:** English, Hindi and Telugu.
