

AKHLAKUR RAHMAN

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Mushaireb Doha, Qatar



PERSONAL SUMMARY

- ❖ **A Professional with more than 6 years' experience** in finance and accounts; comprehensive knowledge in **financial statements** and **technological approach** on the analysis and implementation of products.
- ❖ To share my extensive knowledge while eager to learn more by working with other people, **contribute towards the company's growth and quality work**; promote and protect the name of the company.
- ❖ A result-oriented, dedicated and communicative team member with fast **decision-making skills**.
- ❖ Highly-motivated team player, can **handle multi-tasks** and well-coordinated in resolving queries/observations of internal and statutory audits.
- ❖ Generate **financial reports** & provide timely feedback to top management on **performance and profitability of the organization**.
- ❖ Proficiency in **MS office** and good command over **finance-related applications** (i.e. Tally ERP-9, SAP, Oracle, & CBS, etc.).

PROFESSIONAL EXPERIENCE

Paytm Payments Bank Limited- Noida, India

Team Lead – Finance

April, 2018 – March, 2019

- Active member of the team integrating and implementing paytm payments bank.
- Chalk out different SOPs and policies & procedures to be implemented in paytm payments bank.
- Perform financial reporting and support monthly P&L analysis, revenues, costs and statistics.
- Support in monthly/quarterly financial closing activity in close co-ordination with business and accounting teams.
- Facilitate financial review meetings with business groups and work with business managers to ensure effective finance and cost management.
- Monitor expenditure, analyze revenues and determine budget variances and provide information to management with remarks.
- Monthly review and analysis of balance sheet, compiling back up documentation for balance sheet reconciliation, schedules and notes to accounts.
- Facilitate the business reviews with data analysis and follow through with business leaders on actionable items for improving business metrics over a period of time.
- Responsible for checking the vendor payout or settlement, smoothly payment of all type of vendor & statutory department.
- Perform ad-hoc business analysis, and financial modelling, present recommendations to senior management on strategic decisions, and planned future initiatives.
- Prepare cash flow and fund flow statements and net worth for internal management.
- Assist to prepare accruals/provisions entries and intercompany reconciliations.
- Generate financial reports & MIS for management review.
- Review processes to identify process gaps for process improvements and efficiencies.
- Ability to work with tight deadlines and control a number of products at once.
- Assist in auditing activities by providing necessary information and preparing requested documents.

One 97 Communication Limited- Noida, India
Senior Associates -Finance

September, 2016 – March, 2018

- Day to day financial operations with regard to financial accounting, general ledger and revenue accounting, proactively handled and reconciled all G/L accounts.
- Assemble, review and verify invoices for use in maintaining accounts payable records, review invoices and requisitions for satisfactory payment approval.
- Monitor bank reconciliation and clearing of G/L balances.
- Coordinate and provide audit data to internal and Statutory Auditors.
- Avoid legal challenges by complying with legal requirements.
- Responsible for final accounts including budgets and cash flow.
- Support financial managers by providing error free financial reports including trail balance & P&L.
- Allocation of expenses cost-center wise.
- Process employee's salary in bank account.

Al-Bandary International Group –Doha, Qatar
Accounts Executive

March, 2015 – March, 2016

- Prepare monthly profit and loss statements and MIS for management.
- Manage the invoicing/banking/collection in line with policies and procedures.
- Responsible for sales analysis and evaluation of costs and margins.
- Debtors and creditors reconciliation & ageing and obtain approvals and ensure timely payments and collections.
- Maintain the billing system and accounts receivable files and records, generate invoices and account statements, post and allocate daily receipts in accounting system.
- Revenue recognition and reconciliation, monitor bank reconciliation and process adjustments.
- Maintain accurate records of all related activities to achieve operational and strategic goals; review all petty cash reimbursement with proper documentations.
- Prepare budget and compare with actual and analyze the variance with remarks.
- Calculate & post accounting entries for depreciation & amortization expenses on fixed assets.
- Scrutinize of various ledgers i.e.; sundry creditors, sundry debtors & general ledgers.
- Maintain accurate accounting records & customer confidence and protect organization's value by keeping information confidential.
- Intercompany & subsidiary company reconciliations.
- Assist the management in negotiation & finalization of contracts and agreements.
- Monitor inventory of receiving and issuance of materials as per policies and procedures.
- Review and confirm payroll related calculations including deduction, staff benefits etc.
- Coordinate with payroll team to process the salary of employees.

M/s I.M. Puri & Co. (Chartered Accountants)
Audit Assistance

August, 2011 – August, 2014

- Statutory audit, tax audit and internal audit etc. up to the finalization stage, and draft internal audit reports as per prescribed templates of the companies.
- Draft projected financial statements on quarterly basis as per company policies (P&L, Balance Sheet & Cash Flow).
- Analysis of stock movement, identification of procedure for slow moving, non-moving and obsolete items, and analysis of purchase procedures.
- Special assignments of various companies, application of statutory provisions, IFRS and accounting standards.
- File income tax, TDS & VAT returns (Companies & Individual) as per income tax act, calculate individual and corporate tax installments payment.

- Develop internal controls system & procedures like tagging & coding of assets, and other checks to ensure the safeguarding of fixed assets.
- Extensive knowledge of enterprise -wide resource planning (ERP).

PROFESSIONAL AND ACADEMIC QUALIFICATION

- **PGDM** (Finance) from Institute of Management Technology, Ghaziabad, June, 2018.
- **Master of Commerce** from Jamia Millia Islamia University, New Delhi, 2013.
- **CA-IPCE** from the ICAI, New Delhi, May, 2012.
- **Bachelor of Commerce** from Jamia Millia Islamia University, New Delhi, 2010.
- **Higher Secondary Education** from B.I.E.C, Patna, 2006.

TECHNICAL SKILLS

- | | | |
|----------------------|---|---|
| ▪ Financial Packages | : | SAP, Tally ERP 9, Vera Cross & Pioneer Plus |
| ▪ Banking System | : | CBS- Finacle |
| ▪ MS- Office | : | MS Access, MS-Excel, MS-Word & PowerPoint |

ACHIEVMENT & STRENGTH

- Received appreciation and recognized as “**ROCK STAR**” rewards from AVP & CFO.
- Strong analytical bent of mind, data presentation, leadership and time management skills.
- Quick-learner and hardworking, problem-solving skills with the managements.
- Strong interpersonal and communication skills, adapts to new technologies.

PERSONAL DETAILS

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|-----------------------|---|--|
| Date of Birth | : | August 09, 1988 |
| Gender | : | Male |
| Languages | : | English, Hindi, Urdu & Arabic |
| Marital Status | : | Married |
| Passport No. | : | M2906691 |
| Expiry Date | : | October 27, 2024 |
| Nationality | : | Indian |
| Hobbies | : | Playing cricket and listening to songs |

AFFIRMATION

I hereby declare that the information stated here in above is true to the best of my knowledge and belief.

Date: -----/-----/-----

Signature: -

Place: Doha

Akhilakur Rahman