

# ALIMUDEEN SAIFI

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**Seeking managerial assignments in Finance & Accounts with an organisation of high repute**

## **CAREER PRÉCIS**

- **More than 14 years'** rich & extensive experience in the areas of Financial Accounting, Sales Accounting, Stock Accounting, Auditing & Taxation and Fund Management.
- Proficiency in filing and preparation of Income Tax Returns, Sales Tax Returns, TDS returns, Annual Reports such as Balance Sheet, Trading & Profit & Loss Account, managing financial accounting, receivables & payables management, preparing bank reconciliation statements and finalization of accounts.
- Possess significant leadership experience resulting in better financial performance and enhanced systems for higher performance of the team.
- An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organisational abilities.

## **PROFESSIONAL CONTOUR**

<b>BTB Marketing Pvt Ltd (The Beer Cafe)</b>	<b>Deputy Manager Accounts</b>	<b>April -2017</b>
<b>BTB Marketing Pvt Ltd (The Beer Cafe)</b>	<b>Asst. Manager Accounts</b>	<b>Jan -2013</b>
<b>BTB Retail Pvt Ltd</b>	Accountant	Jan-11 to Dec-12
<b>Harvinder Arora &amp; Associates</b>	Accountant	May 10 – Dec -10
<b>A.S. Malhotra &amp; Associates Pvt Ltd</b>	Accountant	June 9 – May 10
<b>Deepak Bansal &amp; Associates</b>	Account Executive	May 05 – April 09

## **THE ACCOUNTABILITIES:**

### **Finance & Accounts**

- *Financial Accounting*
  - Implementing systems, procedures & manuals for maintenance of statutory books of accounts & financial statements, ensuring compliance with statutory requirements.
  - Monitoring preparation of statutory books of Accounts, Bank Reconciliation, Party Reconciliation and Consolidated Reports in compliance with time & accuracy norms.
  - Overseeing financial statements including Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables & Receivables Statements and Balance Sheets.

- Preparing the MIS Reports, Cash & Fund Flow Statement, Balance Sheet, Audit Reports, Debtors Reconciliation and other financial reports to keep track of financial performance and maintain Fixed Assets Register.

➤ *Sales Accounting*

- Monitoring order processing, credit clearance as per company's credit policy; scrutinising the vouchers before payment as per the company's procedure and processes.
- Taking the adequate measures for timely payments are made to/received from creditors/debtors.
- Managing sales, cash collection & purchase accounting; preparing Debtor and Creditor reconciliation statements; raising of debit / credit notes pertaining to vendors.

➤ *Stock Accounting*

- Accounting for raw material, incoming material; making appropriate arrangements to ensure timely deliveries; processing the bills of the vendors.
- Conducting physical verification of stocks & reconciling with books; preparing necessary records to track the inward / outward movement of goods.

**MIS & Budgeting**

- Analyzing MIS reports & documentation at the end of each month.
- Formulating various budgets & conducting variance analysis to determine difference between projected figures & actual expenditure and recommending / taking corrective actions.
- Knowledge of Due Diligence with Big 10 accounting firm (**Grand Thornton & BMR Advisor**)

**Auditing & Taxation**

- Attending to Internal / Statutory Audit (**big 4 Deloitte Haskins & Sells**); evaluating the internal control systems with a view to highlight shortcomings & implementing recommendations made by Internal Auditors.
- Computing & arranging for timely deposit of taxes (VAT, Income Tax, TDS, GST) and filing of returns for timely completion of assessment and ensuring statutory compliance.
- Manage and Oversee the daily operation of the Accounts Department

**SCHOLASTICS**

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- MBA Finance
- B.Com from Delhi University in 2009.
- Intermediate from CBSE, Delhi in 2005.

**IT SKILLS:** Expert knowledge in MS Office, Tally, Busy, SAP-Fico and ERP Knowledge

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**PERSONAL DOSSIER**

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Date of Birth	:	5 <sup>th</sup> June 1987
Address	:	D-4A Om Vihar Phase -V Uttam Nagar, New Delhi, 110059
Marital Status	:	Married
Sex	:	Male
Salary	:	Negotiable