

CURRICULUM VITAE

ABID AHMED KHAN

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Personal Data

Date of Birth : 05-Aug-1983

Gender : Male

Nationality : Indian

Religion : Islam

Marital Status : Married

Passport No. : U 8082751

Valid till : 02-Dec-2030

Present Address : Riyadh, KSA

Iqama Status : Transferable

Driving Licenses : India & KSA

Languages Known

- ✓ English
- ✓ Urdu
- ✓ Hindi

Career Objective

To take up a challenging position and to be associated with a progressive and well Established organization in order to utilize my skills & experience in creation and be part of a team which dynamically works towards the growth of the organization and there by gain satisfaction in all respects.

Summary

- Over 9+ years of experience out of which 5 + years of experience in **Financial Accounting** and 3.5 years of experience in **Banking** in Treasury services.
- Well-versed with computerized accounting packages, MS-Office applications, business & Internet applications.
- Energetic and capable of working independently as well as in a team.
- Have excellent time management skills & can meet the deadlines without compromising on quality.

Key Skills

- Financial Accounting
- Financial Statements
- General Ledger
- Accounts Receivable
- Accounts Payable
- VAT Accounting
- Treasury Operations
- SWIFT Payments Processing

Education Qualification

- **MBA (Finance)** from Osmania University, Hyderabad.
- **B.Com** from Osmania University, Hyderabad.

Work Experience Summary

- Worked with **SHADOW (Media & PR Services) JEDDAH, Saudi Arabia**, as **Chief Accountant** from Jun 2013 – Jul 2018
- Worked with **Bank of America Continuum Solutions** Hyderabad , as a **Senior Team Member** from Jul 2005 – Dec 2008

▪ **Work Experience (Jeddah, KSA)**

SHADOW (Media & PR Services)

Chief Accountant

Jun 2013 – Jul 2018

Job Responsibilities:

- Compiling and analyzing financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions in accounting system.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Managing of Accounts Receivable and Accounts Payable and follow up the receipts and payments.
- Booking invoices in Accounts Receivable and Accounts Payable.
- Handling Petty cash on a day to day basis.
- Monitoring daily transactions and setting up accounting activities to update master ledgers.
- Auditing invoices and revenue records to ensure proper documentation is maintained to evidence those controls are operating effectively as required.
- Preparing Bank Reconciliation statement.
- Recording Debit & Credit notes.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Recording Depreciation, Prepayments, accruals, Provisions and adjustments in month end and routine journals.
- Accounting for accounts receivables, payables, input and output VAT tax, expenses, revenues and audit adjustments.
- Preparing management reports for sales, expenses, payables and receivables for management purpose.
- Ensure monthly, quarterly and annual closing of accounts for reporting.
- Liaise and coordinate with the company External Auditor in completion of the yearly statutory audit and Zakat filing.
- Liaise with the Tax consultant for VAT quarterly filing.
- Preparing Cash flow statement and other financial statements.
- Secures financial information by completing data base backups.

2)Work Experience

- **Bank of America Continuum Solutions [BACS]
Hyderabad, India.**



Senior Team Member

Jul 2005 – Dec 2008

Organization Profile:

BA Continuum Solutions Private Limited is a non bank subsidiary of Bank of America, It functions as Bank of America's dedicated banking back office, providing back office support to Consumer, Wholesale and Capital Markets groups as well providing IT services to the parent organization across the various business verticals and supports some of the domains across US, Europe and Asia.

JOB PROFILE:

Worked as a Senior Team Member in **Global Treasury Operations (Electronic Payments)**. It provides remittance services to the high net worth customers of Bank. The process involves processing Non-STP payment instructions received electronically and providing the FX facility to the clients received via swift, advising the traders at the bank to buyout and sell the currency for clients and ensure to release all the payments of the various branches within the cutoff time, routing the payments to different locations with their correspondent banks all over the globe.

Job Responsibilities:

- Processing Non-STP payments received electronically of BOA Sydney branch which includes TTC'S and TTB'S
- Process all Incoming and Outgoing Payments of Bank of America Sydney Branch.
- Processing different clearing systems and process payments as per Payment specification, which goes through High Value and Low Value Clearing.
- Process all foreign currency payments within a fast paced environment with strict adherence to cut-offs.
- Processing payments of MT-103, MT-202.
- Internal funds transfer within different branches of Bank of America.
- Monitor and report IN/OUT of foreign currency high value payments to the liquidity team for positioning of funds.
- Corresponding with Treasury department (Sydney) through telephone or Emails for enquiring foreign exchange rates for high amount foreign currency payments.
- Returning of payments to the originator's bank due to quoting of Invalid Acct/name of beneficiary.
- Ensuring all the branch payments are processed in their respective cutoff time.
- Processing Cover payments of BOA Sydney.
- Ensuring the payments are routed correctly.
- Supporting other branches during high volumes.
- Monitor the OFAC queue and ensure release of transactions after confirmation from Officer.
- Preparing MIS reports to confirm completion of all same day items.

Personal Strengths

- Dedication to work and strive for goals in life.
- Good team player skills, ability to withstand pressure.
- Leadership and Decision making capabilities.
- Flexible to work in different environments.
- Finely tuned analytical and research skills.
- Detail Oriented.
- Well organized and proficient with details.

COMPUTER SKILLS

- Packages : MS- Office 2016,Quick Books,Tally ERP 9,FOCUS
- Operating Systems : Windows 10