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| **Mohd. Abu Bakar** Indian, Male, DOB: 16 Nov’ 83 |  email: mohd.abubakar@hotmail.com |
| F#71, Abul Fazal, Jamia Nagar, New Delhi-110025 |  Mobile: +91- 9818932490 |

**CAREER OBJECTIVE**

Seeking challenging position in the area of Accounts and Finance with a reputed organization.

**PROFESSIONAL EXPERIENCE**

**BMC Support & Accounting Services Pvt. Ltd. – Sr. Account Executive (May 2018, till date)**

*Responsibilities*

Investment Accounting & Reconciliation (Jan 2020 to Till Date**)**

* Prepare monthly Investment Banking Reconciliation.
* Monthly market valuation and tracking of portfolio during the month (Realized & Unrealized Gain/Loss)
* Bank Reconciliation.
* Preparation of Financial work paper reports on Quarterly basis for Mutual Fund, Equity, and Fixed Income.
* Journal Entries

Accounts Payable Reconciliation (May 2018 to December 2019)

* Processed all Accounts Payable transactions.
* Manage the accurate and timely processing of Invoices and Credit Memos.
* Reconciliation of all vendor account.
* Reconciled processed work by verifying entries and comparing system reports to balances.
* MIS reports.

**AAN Enterprises – Business Partner (February 2016 – March 2018)**

*Responsibilities*

* Accounting Activities.
* Banking Activities
* Business Marketing and Promotion.

**Al-Shalawi Int’l Holding Co. Trading & Contracting - Saudi Arabia – Accountant (December 12 - Sept. 2015)**

*Responsibilities*

* Process Invoices along with providing the resolutions for the Invoices
* Accounts Payable – Process of Invoices of PO & Non-PO.
* Preparing reports for fixed asset performance.
* Resolve all vendor queries and requests
* Monitoring the work of Capital Lease & Operating Lease.
* Conduct research and report fixed asset performance.
* Conducted monthly closing process, accruals and journal entries.
* Preparing Interim Payment Certificate.
* Furnished company Executive with A/P liability summaries and cash flow reports.
* Journal Entries.

**Aksai Creations - Accountant** (December 2010 to November 2012)

*Responsibilities:*

* Preparation of Invoices.
* Reconcile accounts payable and receivable.
* Responsible for client communication, conflict resolution compliance with clients derivable and revenue.
* Accounts Receivable and follow up with the payments.
* Preparation of purchase order summary and Creditors report.
* Preparation of debit note and credit note.
* Preparation of debtor’s report and the status of their payment.
* Verification of vendor & transporter bills as per the terms & conditions of the work order.
* Supervise control of Inventory.

**Master Foods India – Accounts Executive** (August 2006 to November 2010)

*Responsibilities:*

* Monitoring and posting of day to day entries such as purchases, sales, and cash into Tally ERP.
* Preparation of Invoice and other exports documents.
* Monitoring banking work for exports.
* Accounts Payable & Accounts Receivable.

**Academic Background**

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| M.B. A | 2010 | Punjab Technical University |
| B. Com | 2005 | Jamia Millia Islamia, New Delhi |
| Class XII | 2001 | Jamia Sr. Sec School, New Delhi |

**Professional Certification**

Certification program on Investment Banking by The Wall Street School, New Delhi (Jan 2016)

Certificate – QuickBooks Online.

**Extra:**

* Certificate in Spanish Language
* Participated in school level drama and quiz completion and school annual function.

**Computer Competencies**

* MS Office (Excel, Word & Power).
* Tally ERP
* Cloud Accounting software like QuickBooks , Sage & Bill.com

**Hobbies and other Interest**

* Playing, Reading, Movies & Travelling.
* Reading Prose & Poetry.

I describe myself as a warm humane & empathetic person, an enthusiastic learner and a good team player.