**TIPU SULTAN**



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**OBJECTIVE**

To be an effective contributor to the growth of the industry with effective application of my skills andlooking for a challenging work environment that provides me with a scope to learn and excel.

**SYNOPSIS**

* A dedicated professional with 4 years of experience as an Analyst & Admin Assistant.
* Responsible for reporting and quality assurance of various transactions including receipts and payments made by the company
* Being a Post graduate, client relations, planning & execution are my strengths along with my ability to identify and resolve the problems.

**ORGANISATIONAL STRUCTURE**

**Tejoury**(Saudi Arabia) Designation – Admin Assistant(09/2019- Present)

**Roles & Responsibilities**

* Provide wide range of information and document management.
* To eliminate the need for costly and inefficient onsite file storage.
* To eliminate the complexity and stress of managing active files within office so that client can focus on continuing to grow business.
* To Search for records based on date, department, type, etc.
* Manage emails, Word and Excel documents, and PDFs.
* To provide the client with every information when required.

**Wipro** Designation – Associate Analyst(05/2016-08/2018)

**Roles & Responsibilities**

* Worked with **Journal, Sales & Purchase ledgers.**
* Maintained **Book Keeping** and others accounts.
* **Monitored** Customer accounts for Non-payments and delayed payments.
* Maintained weekly Purchase & Sales invoices, **Accounts Receivable & Accounts Payable** and Bank/Accounts **Reconciliations**.
* **Handled Receipts and payments** accounts.
* Making **Final Payments** to the client of on weekly basis.
* Handling all the **queries of the Vendors** and solve them on priority basis.
* **Auditing** all the Payments vouchers which have been processed and entered in the system.
* **Forecasting** Cash Payments to be made on weekly basis.
* Operating **helpdesk** and handling all the queries raised by clients and vendors for payments.
* Handling **Urgent Payments** for Vendors.
* Clearing **Direct Debit** Payments and **Online Payments** of vendors.

**Client Relationship Management**

* Arranged and managed appointments with customers and vendors.
* **Persuaded and Helped** Client deciding to get sound purchase in right times.
* **Assisted** in negotiation of terms for sound purchases.
* Followed up on monthly basis in order to ensure timely payment by the Clients.

**ACADEMIC CREDENTIALS**

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| --- | --- | --- | --- | --- |
| **Qualifications** | **Institute** | **Board / University** | **Year** | **Percentage** |
| Master Of Agribusiness Management | Department of MAM  (AMU) | Aligarh Muslim University | 2015 | 69% |
| Bachelor in Commerce(B.Com) | Department of Commerce  (AMU) | Aligarh Muslim University | 2013 | 61% |
| Intermediate | Senior Secondary School  (AMU) | Aligarh Muslim University | 2010 | 67% |
| High School | Iqra Public School | CBSE | 2008 | 71% |

**Technical Skills**:

* **Bloomberg.**
* Advanced Working Knowledge of MS Office Application (**Word, PowerPoint, Excel and Outlook).**
* Operating System Knowledge of **Windows XP, Windows 7 & Windows 10**.
* Computer Hardware and Software Installation.

**OTHER DETAILS**

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| Date of Birth  Passport No.  Permanent Address | 22nd Nov, 1992  N1644650  Vill: Rupaspur. Post- Barauni Oil Refinery Campus, Begusarai, Bihar 851114 |

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