

AAMIR HUSAIN

General Accountant

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Personal Details

Nationality : Indian

Marital Status : Single

Date of Birth : 15th August 1987

I am an accounting professional with a progressive career spanning around total 6+ years. Well versed in Accounts payable, receivable, payroll, Journals. Also instrumental in managing collections, as well as verifying and billing invoices. Key strengths include ability to handle multiple accounting tasks, a knack for handling discrepancies and exceptional multitasking skills.



Skills

Superior attention to detail



Statutory Reporting



Ability to Analyze Data



Time Management Skills



Account Reconciliation



Work History

Jul 2018 -

General Accountant

Mar 2022

Al-Barrak Industrial Group, Al Ahsa, Saudi Arabia

- Performing accounts payable, accounts receivable, and Intercompany daily accounting activities
- Maintaining, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries.
- Doing month-end closing and statutory reporting.
- Preparing and maintaining accurate records and reports of payroll transactions.
- Provide support to auxiliary schedules for auditing purposes as per assigned works, cooperating with auditors in preparing audit reports.
- Reporting, reconciliation, maintaining vendor and customer files.
- Processing journal entries by compiling and analyzing account information.
- Preparing bank reconciliation statement, VAT reports on monthly basis.
- Maintaining records of documents ,invoices, sales reports.

May 2015 - **Process Associate (Accounts)**

Mar 2018 *Genpact, Gurgaon, India*

- Preparing accounting reports summarizing accounts payable data such as One Time Vendor report, creditors ageing report, open PO report from SAP ERP.
- Updating payroll and accounting files, general ledger.
- Verify sorts, post, and check claims, bills, invoices, vouchers.
- Handling Accounts Payable queries by communicating with vendors.
- Researched and resolving payroll problems.
- Supplier invoices validation: Providing the appropriate resolution if vendor is not getting paid on time. Enter and upload invoices into SAP ERP.
- Approving and posting the T & E claims submitted by employees forwarding them for further payment.

Aug 2014 - **Account Executive**

Apr 2015 *Cynna Co, Aligarh, India*

- Prepare employee salary statements and process paychecks.
- Maintaining payroll files and creates reports.
- Managing daily financial transactions related to journals, account receivables, cash vouchers.
- Also maintaining accounts payable which includes vendor payment as per agreement and maintaining a good relationship to follow up with outstanding balances
- Checking all the bills and invoices. Preparing monthly reports on MS Excel.



Education

Jul 2005 - **B.com (Hons.): Commerce & Accounts**

Jul 2009 *Aligarh Muslim University - Aligarh, India*

Jul 2012 - **MBA: Finance**

Jul 2014 *Aligarh Muslim University - Aligarh, India*