

# SYED NOMAN ALI

## ACCOUNTANT & MANAGEMENT ASSISTANT

A Strong believer in the ability of seeing the world laterally and coming up with creative strategies/techniques that improve, fulfill and satisfy the need of the organization.



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📍 DUBAI, UAE

## EDUCATION

### Bachelor of Commerce

A.O.S. Degree College.

06/2016 - 05/2020

Kalaburgi, India

### Pre- University Education - (Science)

Rural Institute of Open Schooling, Delhi.

06/2014 - 05/2016

Kalaburgi, India

### Karnataka Secondary Education Examination Board

Global High School.

06/2010 - 04/2013

Kalaburgi, India

## WORK EXPERIENCE

### ACCOUNTANT AND MANAGEMENT ASSISTANT

A.O.S.R. COLLEGE OF PHARMACEUTICAL SCIENCES.

04/2020 - 11/2021

KALABURAGI - INDIA

roles/responsibilities

- Staff advances reconciliation & ensuring the proper procedure for deduction & adjustments.
- Processing the salary JVs, petty cash JVs, Revenue JVs as per departmental approvals.
- General Cashier/Paymaster: Key responsibilities:
  - of witness Daily cash collection from safe deposit locker in the presence.
  - Preparation of General cashier JV on daily basis.
  - Payment of petty cash vouchers after the approval.
- Reimbursement of petty cash vouchers from Accounts payable after appropriate time.
- Distribution of salary according to the payment method got from HR.
- Maintain daily Petty Cash handling.
- Prepare monthly/weekly Outstanding Payment reports into excel spread sheet for analysis. ( Ensure appropriate documentation for all transactions and ensure payments are made against terms & conditions by the clients)

## SKILLS & STRENGTH

TALLY.ERP 9 + VAT

MS-Office (Word, Excel, ppt).

Good Communication and Presentation Skills.

Positive Attitude to Tackle Difficult Situations.

Self-Motivated and Hard Working in Nature.

Enthusiastic to Learn New Things.

Active Listner.

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Urdu

Full Professional Proficiency

## INTERESTS

Reading

Travelling

Car Fanatic