

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