

## **Curriculum Vitae**

Abdul Ruman  
Mobile: 0556892456  
E-mail: Rumanshaikh12@gmail.com  
Flat 401,MBS Building,  
Deira, Dubai



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### **Accountant**

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## **Career Synopsis**

Accounting professional with 3 years of experience in customer facing roles in the various domains of accounts including Accounts Payables, Accounts Receivables, Query, Customer & Supplier Management.

## **Professional Summary**

Organization Name	Tenure	Designation	Country
Honesty Textiles	Dec 2018 – Oct 2019	Accountant	India
Wipro Limited	Nov 2016 – Nov 2018	Senior Accounts Associate	India

## **Academics Summary**

University	Institution	Major	Year
Karnataka University	SDM College	B.com – Accountancy	2013 - 2016
Karnataka University	SDM College	Pre University College (PUC)	2011 - 2013

## **ERP's & Softwares**

- SAP
- Tally ERP 9
- Unix OS

## **Honesty Textiles**

### **Job Title: Accountant**

#### **Accounts Payables**

- Invoice Processing – PO & Non PO Invoices
- Payment Processing
- Supplier Account Reconciliations
- Query Management – E-mail & Call

#### **Accounts Receivables**

- Creation of Invoices & Contracts
- Sending Invoices to the customers
- Following up for payments/collections
- Query Management

## Wipro Limited

### Accounts Payables & Receivables Activities

- Invoice & Payment Processing,
- Supplier AC Reconciliations
- Creation/Amendment of Purchase Orders
- Billing, Collections and Cash Applications.
- Query Management

### Reporting

- Daily Invoice Receipt Report
- Daily PO Creation Report
- Daily Queries Report

## Personal Details

Father's Name : Abdul Samad  
Mother's Name : Fareena  
Date of Birth : 02-02-1996  
Passport : S6335578  
Languages : English, Hindi, Urdu, Kannada & Beginner in Arabic  
UAE Visa : Visit Visa Till 3rd Mar'21

## Declaration

I hereby declare that the above said information is true and correct to the best of my knowledge.

Abdul Ruman