

WASIM VANU

(Senior Accountant)

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Ratnagiri, India

KEY SKILLS

- Accounts Receivable/Payable
- Financial Statement
- Inventory Accounting
- Asset Accounting
- Customer/supplier Aging Report
- Bank & Intercompany Reconciliation
- LC & Bonds Management
- Taxation (VAT & Income Tax Returns)

IT SKILLS

- SAP
- Tally
- Oracle
- ERP Next
- Dynamics 365
- MS Office with Advanced Excel
- Solver Financial

EDUCATION

- Master In Commerce (M.COM) From Mumbai University.
- Bachelor Of Management Studies (BMS) From Mumbai University

PROFESSIONAL SUMMARY

Senior Accountant with M.COM & BMS (Bachelor in Management Studies) degree with 13+ years related work experience and a strong background in Finance and Accounting methodologies and practices. Seeking Position as a Accounts Manager/Senior Accountant in a reputed Organization.

WORK EXPERIENCES

Designation - Senior Accountant

Company name - Ground Handling Logistic

Period - From 12/2023 to 04/2024 (Short Term Assignment)

Location - Riyadh, Saudi Arabia

Company Profile -Ground Handling Logistic having wide range of projects consisting of tailored vending solutions, trolley management and porter services, packaging and wrapping, and serving people with mobility and visibility at major international and Domestic Airports in the Kingdom of Saudi Arabia and some Train Stations.

JOB DESCRIPTION

- Reconciling Sub ledger to general ledger accounts balances
- Maintaining & reconciling fixed asset schedules.
- Review of all payment requests based as per workflow.
- Review of records for asset, liability, revenue & expenses by Compiling & analyzing account information.
- Prepare bank & Supplier reconciliation.
- Prepare daily, monthly, Quarterly sales reports as requested by FM
- Review all inter-company transactions and generate invoices as necessary
- Supervising accounting team (Payable & receivable)

Designation - Senior Accountant

Company name - Rekaz Engineering LLC.

Period - From 02/2018 to 11/2023

Location - Sur, Sultanate of Oman

Company Profile -Rekaz Engineering LLC is Electrical Contracting & Construction Company Based in Sur region; it is main leading contractor for Mazoon electricity Company.

JOB DESCRIPTION

- Maintain and update financial records, including accounts payable, accounts receivable, general ledger, and bank reconciliations, using Tally ERP 9/Tally Prime software.
- Prepare and process invoices, payments, and expense reports accurately and efficiently, ensuring compliance with company policies and procedures.
- Assist with budgeting, forecasting, and financial planning activities to ensure the company's financial objectives are met.
- Conduct regular audits of financial transactions and processes to identify areas for improvement and implement best practices to enhance efficiency and accuracy.
- Provide support during external audits, responding to auditor inquiries and providing documentation as required.
- Reconcile financial discrepancies and resolve accounting issues in a timely manner, collaborating with internal teams and external stakeholders as needed.
- Generate financial reports, including balance sheets, income statements, and cash flow statements, to provide insights into the company's financial performance and support strategic decision-making.
- Ensure compliance with Oman tax regulations and other statutory requirements, preparing and filing tax returns and other financial reports as necessary.
- Prepare sales & purchases reports and calculate profit for each order.
- Stay updated on accounting standards, regulations, and industry trends & recommend changes to policies and procedures to maintain compliance and improve efficiency.

Designation - Accounts Executive

Company name - Suhail Bahwan Automotive Group

PERSONNEL DETAILS

- Date Of Birth – 20-12-1985
- Gender – Male
- Marital Status – Married
- Languages Known – English, Arabic, Hindi, Marathi, Urdu & Konkani.
- Passport No- R22911337
- Driving Licenses – Omani, Jordanian & Indian

Period – From 01/2011 to 05/2017

Location – Muscat, Sultanate of Oman.

Company Profile- Suhail Bahwan Automobiles Group (SBAG) is the exclusive importers in Oman for Nissan, Renault, BMW, Rolls Royce, MINI and Infiniti. They have 25 sales, service and parts distribution outlets in over 20 cities across Oman.

JOB DESCRIPTION

- Process vendor and supplier invoices & purchase invoices in a timely manner, verifying accuracy, approvals
- Receive and process all expense claim forms and requests for payments
- Responsible for material invoices checking & verification as per purchase order & process it in system
- Ensure all purchase invoices have been authorized and coded before entering onto the purchase ledger
- Receive and process all expense claim forms and requests for payments
- Enter and reconcile cheques cashed into SAP on monthly basis
- Monthly vendor account Reconciliation & Respond to vendor inquiries as required
- Process vendor and supplier invoices & purchase invoices
- Deal with petty cash as and when required and ensure reconciliations are done at the end of each month
- Maintain up-to-date billing system, follow up, collection and allocation of payments
- Post all sales invoices to the sales ledger and chase up non-paying customers on a weekly basis
- Follow established procedures for processing POS Collection Entries, Cash & Bank receipt Entries
- Investigate and resolve customer queries
- Maintain asset register with asset tagging & verification physically
- Responsible for Asset code creation, Asset capitalization & Asset Disposal.

Designation – Accounts Officer

Company name – Volkswagen India Private Limited

Period – From 06/2008 to 01/2011

Location – Pune, India

Company Profile- Volkswagen India Pvt Ltd is car Manufacturing plant located in Pune -India, Volkswagen Group India has invested over INR 4,000 crores for setting up the state-of-the-art manufacturing facility

JOB DESCRIPTION

- Accounts Payable
- Supporting team in preparation of Final Accounts of company
- Supporting Monthly, Half Yearly and Yearly Closing Activities for Reporting
- Preparation of Accounting Schedules and Monthly Scrutiny of GL Accounts
- Ensuring timely payment of Vendors & Data Entry in SAP
- Reconciliation of Vendor Accounts and Control over Vendor Advances
- Payment Confirmation to Employees/vendors on the time of pay

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge & belief.

**Yours truly,
Wasim H Vanu.**