

CURRICULUM VITAE



SHAIK ABUTALAHA SHARIF
19-2-27/A/133/E PHOOL BAGH
JAHANUMA HYDERABAD.

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ACCOUNTS & FINANCE AND SAP FICO:

INDIA WORK EXPERIENCE:

- ✓ **Heera Group Of Company as an Accountant from April 2017 to October 2023.**
- ✓ **I.T.C Company as an Accountant from July 2016 to April 2017.**
- ✓ **M/S.MOHAMMED ARIF ALI & ASSOCIATES from DECEMBER 2010 to April 2015**

Duties & Responsibilities:-

- Performed accounts payable functions for construction expenses.
 - Managed vendor accounts, generating weekly on demand cheques.
 - Managed financial departments with responsibility for Budgets, Forecasting, Accounts Payable and Receivable.
 - Created budgets and forecasts for the management group.
 - Ensured compliance with accounting deadlines.
 - Liased with bankers, insurers and solicitors regarding financial transactions.
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- ✓ **KEI INDUSTRIES AS AN ACCOUNTS & FINANCE from May 09 to Oct 10.**
 - ✓ **USHA MOHAN HOSPITAL AS AN ACCOUNTANT from June 05 to Aug 07**

INTERNATIONAL WORK EXPERIENCE:

- ✓ **BESIX COMPANY in (U.A.E.) AS ARCHITECTURE DRAUGHSTMAN from Nov 07 to Apr 09.**
- ✓ **M.R.R Cleaning Company LLC as an Manager (Partner) from July 2015 to May 2016**

Objective:

Looking forward to be associated with an organization where my skills and talent can be fully utilized and recognized concentrating simultaneously on the growth of both the organizational and personal fronts in SAP Implementation, Development & Support.

PROFESSIONAL SUMMARY

- In depth knowledge of FI Organization structure.
- In depth knowledge of General Ledger Accounts creation .
- In depth knowledge of Accounts Payable and Accounts Receivable
- In depth knowledge on Cross module Integration (F1, MM and SD).
- In depth knowledge on Asset Accounting
- Knowledge on Controlling.

SAP SKILLS

- Configuration of Enterprise Structure and Assignment of organizational Units Fiscal year, COA, Posting Period, Open & Close F1 periods, Tolerance groups, Document types and number ranges.
- Configuring NEW G/L CONCEPT, Document splitting, leading ledgers and non-leading ledgers parallel accounting system, F1/CO Real time integration.
- Creation of G/L Accounts, Cash Journals, House banks and Maintaining Field Status Variant and Posting Keys.
- Defining Interest Calculation Types, defining Reference interest rates, Assigning Accounts for Automatic Posting for Interest Calculations.
- Vendor/Customer invoice posting, Credit memo, posting special G/L transactions (advances or down payment).
- Creation of Customer/Vendor Accounts Groups, Number Ranges, and Customer/Vendor Masters Creation.
- Maintaining tolerance limits, payment terms, cash discount to Customers/Vendors.
- Maintaining Validation and Substitution.
- **CONTROLLING:**
- Maintain the Controlling area, and Versions for actual and planned postings.
- Creation of Cost Centers and Definition of Cost Centre Hierarchy.
- Creation of Activity types and Statistical key figures and Allocation, Distribution and assessment of costs.

- Creation of Primary and Secondary Cost Elements with appropriate Cost Element Category & Cost elements Hierarchy.
- Definition of Internal Orders Types, Order Masters, budgeting & settlement profiles.
- Integration with fi-mm & fi-sd

TECHNICAL SKILLS

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|--------------------|---|--|
| • ERP | : | SAP-R/3 FI/CO, MM, SD IDES ECC6.0 EHP 5. |
| • Operating System | : | Windows 2000/2003 XP |
| • Language | : | MS Word, Excel, Power Point |
| • Methodology | : | ASAP |

KEY STRENGTHS:

- Ability to work independently as well as in a team environment.
- Ability to build motivation.
- Excellent interpersonal skills with the ability to interact with Management, Staff and clients at all levels.
- Capability to work for long hours dedicated, determined, punctual and disciplined.
- Excellent analytical, quick learning and problem solving skills with a desire to work in a team oriented environment.
- Having good team spirit, positive thinking, goal oriented, adaptive to changes and high Interpersonal skills.
- Having good presentation, written, oral communication skills and good problem solving skills.
- Positive approach thinking.

EDUCATIONAL QUALIFICATION:

- **B.Com 2005.**
- **INTERMEDIATE 2002.**
- **N.O.C 2000.**

COMPUTER SKILLS:

- **SAP FICO SOFTWARE**
- **ACCOUNTING PACKAGES (TALLY, WINGS, FOCUS)**
- **DIPLOMA IN COMPUTER APPLICATION**

PERSONAL PROFILE:

Name : **SHAIK ABUTALAHA SHARIF**
Date of Birth : 16-02-1982
Father Name : HAFIZ MAHBOOB SHARIF
Gender : MALE
Marital Status : MARRIED
Languages Known : ENGLISH, HINDI, and URDU& TELUGU
Nationality : INDIAN
Passport Number : X7136905
Passport Expiry : 2033
Religion : ISLAM

DECLARATION:

I hereby declare that the above information is true to the best of my knowledge and belief and request to give me an opportunity to serve in your esteemed organization.

(SHAIK ABUTALAHA SHARIF)