

# **CURRICULAM VITAE**

## **NOORUL ISLAM**

D.O.B. : 03<sup>RD</sup> April 1996

Mobile:+91 6387844387

E-mail: [nooruli163@gmail.com](mailto:nooruli163@gmail.com)

Passport No. X5525408

### **Objective**

Dedicated and detail-oriented accountant with approx 7 years of experience in finalization of Accounts, financial Analysis and financial Reporting. A well-organized accountant with a hard-working and positive attitude. Seeking a full-time position to leverage my knowledge of market analytics and help the Organization improve profitability. To secure a Challenging role in a dynamic company that offers opportunities for Professional growth and advancement.

### **Academic Qualification**

- **MBA in Finance** from **Integral University Lucknow** in 2021.
- **M.com** from **Allahabad State University** in 2019.
- **B.com** from **University of Allahabad** in 2017.
- **12th** from **Bishop Johnson School & College** in 2014.
- **10th** from **Bishop Johnson School and College** in 2012.

### **Work Experience**

#### **Quatrro Business Support Services**

##### **Senior Accountant / Analyst: (May'2023 to Present)**

Profile- Record to Report (R2R & FS)

##### **Key Responsibilities:**

- Preparation & Finalization of Books of Accounts for Health and Childcare Business Units.
- Preparation of financial reports such as P&L, Balance Sheet, Cash Flow Statement, Notes to Accounts, Work paper, Review Checklist and Open items clearing report for clients review.
- Performing the Reconciliation of all the Balance Sheet Accounts such as Bank, Cash, Account Payable, Account Receivable, Fixed Assets, loan etc. on monthly basis.
- Follow the accounting regulations and procedures, as mentioned in the International Financial Reporting Standards (IFRS) & Generally Accepted Accounting Principles (GAAP) to perform the Journals and Preparation of Financial Reports of the Clients on Monthly basis.
- Perform Internal Audit of the Business Unit, also was Involve in the External Audit, to take quick response and action on the Adhoc Audit request received from the Auditor or Client.
- To check Bank & Credit card Statement on monthly basis and to analysis if there is any asset being purchase in that particular month and to clear out the Open Items.

- Preparation of Fixed Assets addition/ dispose off journals to Add the assets on monthly Basis.
- Preparation of CA Control File.
- Preparation of VAT Sales & Purchase Report on a monthly basis and file the VAT return on Quarterly basis after preparation of VAT Variance file.
- Review all the Bank transaction and also check whether the Payment of all the AP & AR transactions on monthly basis with the help of General Ledger Trial Balance.
- Preparation of Month end control Files.
- Preparation and Review of Reconciliation on Monthly basis.
- Involved in successful month close and quarter close.
- Journalizing- Preparation and posting of standard journals, Accruals, Ad-hoc entries.
- Handling daily client mails and taking up calls with clients as per process requirement.
- Ensuring efficient, timely and accurate processing of transactions to meet 100% SLAs.
- Preparation of Deck and taking up client calls during the close and weekly calls.
- Performs FA closure on Monthly basis.

## **Accenture Solutions Private Limited**

### **Senior Process Associate: (Feb'2021 to Feb'2023)**

Profile- Record to Report (R2R)

#### **Key Responsibilities:**

- Preparation & Finalization of Books of Accounts for Hotels and Restaurant of Hospitality Unit.
- Preparation of financial reports such as P&L, Balance Sheet, Cash Flow Statement, Notes to Accounts, Work paper, Review Checklist and Open items clearing report for clients review.
- Performing the Reconciliation of all the Balance Sheet Accounts such as Bank, Cash, Account Payable, Account Receivable, Fixed Assets, loan etc. on monthly basis.
- Follow the accounting regulations and procedures, as mentioned in the International Financial Reporting Standards (IFRS) & Generally Accepted Accounting Principles (GAAP) to perform the Journals and Preparation of Financial Reports of the Clients on Monthly basis.
- Perform Internal Audit of the Business Unit, also was Involve in the External Audit, to take quick response and action on the Adhoc Audit request received from the Auditor or Client.
- Preparation of Intercompany Files.
- Preparation of CA Control File.
- Preparation of VAT Sales & Purchase Report on a monthly basis and file the VAT return on Quarterly basis after preparation of VAT Variance file.
- Review all the Bank transaction and also check whether the Payment of all the AP & AR transactions on monthly basis with the help of General Ledger Trial Balance.
- Preparation of Month end control Files.
- Checking of flow through red light and green light during month end.
- Preparation of Reconciliation on Black line Tool.
- Involved in successful month close, quarter close and year close.
- Journalizing- Preparation and posting of standard journals, Accruals, Ad-hoc entries.
- Handling daily client mails and taking up calls with clients as per process requirement.
- Ensuring efficient, timely and accurate processing of transactions to meet 100% SLAs.
- Preparation of Deck and taking up client calls during the close and weekly calls.
- Performs FA closure on Monthly basis.

## **CSA & associates (CA Firm)**

### **Senior Accountant Executives: ( June'2019 to Feb'2021)**

#### **Key Responsibilities:**

- Preparation and Finalization of Books of Accounts for Multiple Clients such as Hotels, Traders, Educational Institutions, Investing Unit etc.
- Performing the Reconciliation of all the Balance Sheet Accounts such as Bank, Cash, Account Payable, Account Receivable, Fixed Assets, loan etc. on monthly basis.
- Filing of GST, Income tax, & TDS Returns on Monthly, Quarterly & Yearly Basis.
- Follow the accounting regulations and procedures, as mentioned in the Indian Accounting Standards (IndAS) to perform the Journals and Preparation of Financial Reports of the Clients.
- Perform Internal, Interim & Yearly Audits of the Clients whose turnover is over and above the threshold limit.
- Preparation of Reconciliation Report of Sales (B2B & B2C) and Purchase of ITC Paid, ITC Claims & ITC Utilized.
- Review all the Bank transaction and also check whether the Payment of all the AP & AR transactions on monthly basis with the help of General Ledger Trial Balance.
- Controlled daily input of ledger activities and closing of general ledger each month.
- Prepared accurate quarterly and annual statements.
- Prepared annual audited financial statements.
- Worked closely with other departments and worked to solve complex accounting problems.
- Provided comparative analysis of Actual results vs. Forecast throughout the year.
- Ensured adherence to internal controls over the close process each month.
- Utilized internal financial software to improve the accounting, timing, and effectiveness of reports.

## **Siddiqui & Company (CA Firm)**

### **Accountant Executives: ( July'2017 to May'2019)**

#### **Key Responsibilities:**

- Preparation and Finalization of Books of Accounts for Multiple Clients such as Hotels, Traders, Educational Institutions, Investing Unit etc.
- Performing the Reconciliation of all the Balance Sheet Accounts such as Bank, Cash, Account Payable, Account Receivable, Fixed Assets, loan etc. on monthly basis.
- Filing of GST, Income tax, & TDS Returns on Monthly, Quarterly & Yearly Basis.
- Follow the accounting regulations and procedures, as mentioned in the Indian Accounting Standards (IndAS) to perform the Journals and Preparation of Financial Reports of the Clients.
- Perform Internal, Interim & Yearly Audits of the Clients whose turnover is over and above the threshold limit.
- Preparation of Reconciliation Report of Sales (B2B & B2C) and Purchase of ITC Paid, ITC Claims & ITC Utilized.
- Review all the Bank transaction and also check whether the Payment of all the AP & AR transactions on monthly basis with the help of General Ledger Trial Balance.
- Assisted in the review and preparation of financial reports for senior management.

- Documented processes and procedures as part of internal control and departmental training.
- Contributed to upkeep and review of balance sheet accounts to ensure accuracy.
- Adhered to all monthly reporting compliance deadlines.

## Process Improvement

- RPA Automation Project – **Touch less JE** :  
Lead the Touch less JE Automation Project from Operation Team.
- Successfully completed 9 Days Mandatory C2D (Certificate to Deliver) Training.
- Successfully completed HIPPA & Compliance Training.

## Process Accomplishments

- Received Recognition for Best People in the Team.
- Received Encore awards for core value champion (Q2 & Q3) 2022.
- Received Individual Appreciation from the client.

## Knowledge of ERP Software

- Grand Back (Oracle)
- Xport
- SAP
- Tally Prime
- Tally ERP
- Blackline
- TDSman
- Great Plains (MR)
- Computax
- DFM Tool
- SURF

## Certification & Training

- Received Certificate of Course on Computer Concepts (CCC) from National Institute of Electronics & Information Technology (NIELIT).
- 3 months training of Tally Software.
- 3 months training of Microsoft Office & (Excel, Word & Power point).

## Personal Skills

- Goal- Oriented
- Ability to handle multiple tasks and work under pressure.
- Ability to comprehend easily when training provided.
- Compatible & efficient when working as a team.
- Effective trainer.
- Confident while taking Client calls or internal calls.

## Personnel Information

1. Father's Name : Arif Jamil
2. Gender : Male
3. Marital Status : Single
4. Present Address : F 265 Abul Fazal Enclave Part 2 Jamia Nagar Shaheen Bagh New Delhi, Delhi - 110025
5. Permanent Address : D 1008 G.T.B Nagar Kareli Prayagraj, Uttar Pradesh – 211016
6. Languages Known : English, Hindi

## DECLARATION

I hereby declare that the information and facts furnished here are true to the best of my knowledge and belief. I will make it my best endeavor in utilizing all my potentialities while performing my duties and responsibilities, which would be given by you in your organization.

**Thanks**

**Noorul Islam**

