**CURRICULUM VITAE**

S.K.MD THAMEEM ANSARI NO: 579, 25th CROSS STREET,

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**OBJECTIVE:**

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of Finance.

Totally 5+ years of experience in Finance and Accounting with Translating the financial Arabic Content.

**EDUCATIONAL QUALIFICATION:**

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| --- | --- | --- | --- | --- |
| **S.NO** | **QUALIFICATION** | **PERIOD** | **INSTITUTION** | **% SCORE SECURED** |
| 1 | MBA (Finance and Marketing) | 2008-2010 | ANNA UNIVERSITY(Vel’s SrinivasaCollege) | 66% |
| 2 | B.COM | 2004 -2007 | MADRAS UNIVERSITY | 60% |
| 3 | H.S.S.C | 2002 -2004 | BILALIA | 82% |
| 4 | S.S.L.C | 2001 -2002 | BILALIA | 70% |

**COMPUTER KNOWLEDGE:**

* MS Office :Word, Excel, power point
* Operating system: Microsoft window 2010/2007/2003/XP
* Diploma in Business Advanced Accounting (Tally.erp9).
* SAP FICO.
* Microsoft Dynamics Navision.

**OTHER PROFICIENCY:**

* Completed 2 yrs.’ Afzal –ulama degree (**equal to BA Arabic** )
* Completed 7 yrs. Arabic course in Reputed Arabic College.
* **Translating Arabic documents Arabic to English and vice versa**.
* Appeared various business quizzes and won the first prize in the national level corporate quiz.
* Had taken 1 week Arabic seminar in the Arabic college for Afzal – ulama degree.

**WORKING EXPERIENCE:**

* Worked at Oman Muscat as an **Account Executive** handling both accounting and legal department. (Translating Arabic Documents and accounting) at **Moosa Group Muscat** from 28/12/2015-14/6/2015
* Worked as a “**Senior Accountant**” at IBM India Private Ltd and travelled to Saudi Arabia for short term project for reporting aspects and done successful transition from 17/7/2015-3/12/2015.
* Worked as an **Account Associate** at **Treeline Business Solution** as a short term accounting as a freelancer from 14/4/2015-17/7/2015.
* Worked as an “**Accountant”** at “**FLSmidth Pvt Ltd”** Cement and Construction based MNC from April 2013- 11 Nov 2014.
* Handled Egypt accounting process for Accounts payable and General Ledger.
* I have hold travel experience (3 months) for knowledge transfer Accounts payable and General ledger through Flsmidth Pvt Ltd as a Subject Matter Expert and Arabic translator as well
* Worked at “**Xpitax Solution**” Canadian audit firm as an “**Account Executive**” From Jan12- Dec 12.
* Worked as process associate for Accounts Payable with handling experience of 13 countries invoices moreover translating Arabic Documents at “**Accenture services**” for the Client of “**Microsoft”** from Feb 2011 to Sep 2011 as a contract basis.

**ROLES AND RESPONSIBILITIES:**

* Bookkeeping.
* Invoice Processing for various region.
* Handling Arabic Invoices.
* Monthly Accruals Booking.
* Intercompany Invoices booking.
* Payroll Journals.
* Bank Reconciliation.
* Inventory Reconciliation.
* Vendor Reconciliation.
* GL Reconciliation.
* Prepayment Reconciliation.

**FINANCIAL SOFTWARE EXPOSURE:**

* SAP.
* QuickBooks accounting edition (2011-2013 all Version)
* Peachtree.
* CSA Write-up.
* XCM Solution.
* Tally Erp 9.
* Online QuickBooks
* Case ware for preparation of financial Statement.
* Oracle 11i & R12.
* Microsoft Dynamics Navision.
* LN system Baan ERP
* Info track (Oracle based)

**LINGUISTIC PROFICIENCY:**

* English & Tamil
* Arabic & Urdu

**INTERESTS:**

Interested in SAP from any functional domain like MM, PP, SD and FICO.

**PERSONAL DETAILS:**

FATHER’S NAME : KHIDAR MOHAMED

DOB : 07/10/1985

SEX : MALE

MARITAL STATUS : MARRIED

RELIGION : MUSLIM

COMMUNITY : B.C

NATIONALITY : INDIAN

PROFICIENCY IN SPORTS : CRICKET

BASIC KNOWLEDGE : COMPUTER HANDLING

PASS TIME : READING GENERAL

KNOWLEDGE BOOKS AND GATHERING BUSINESS INFORMATIONS AND SURFING INTERNET

**DECLARATION:**

I hereby declare that all the above statement is true to the best of my knowledge and belief. Am looking forward to serve with you as early as possible.

**DATE : SIGNATURE**

**PLACE : Chennai (S.K.Thameem Ansari)**