

S.NAZURUDEEN

Kingdom of Bahrain

Ph. 39160951

E-Mail: nazurudeen@gmail.com



- ❖ Experience of Twenty Four years in System Admin, Database Analyst & ERP Accounting.
- ❖ Expertise in Information Technology, Accounting Principles &. Office Administration
- ❖ Effectual in Business Concept and Tactic, Problem Management - Logic & Reasoning Analysis and Solving.
- ❖ Excellent in Requests for Information (RFI) - Generate Management Require Analytical / Statistics Reports Accurately and timely from Database.
- ❖ Effective in Financial Report Generation – Provide Support for Summary and Details of Balance Sheet, Profit and Loss Statement.
- ❖ Efficient in System Security, User Training, Data Base Management, Import / Export Data, Backup and Recovery, Programming / Scripting, Maintenance and support.
- ❖ Expert in System Troubleshooting, Hardware / Software Installation of the System Setup and Fundamental of Client/Server Network.
- ❖ Experience in Manage Multiple Organizations System Environment.
- ❖ Easily study and fit in Organization's structure and Learn New Material Quickly.

Educational:

Bachelor of Science (Computer Science) -1993-1996

C.P.A.College - Madurai Kamaraj University - Tamilnadu - India.

Technical Qualification:

Operating Systems	Server: Microsoft Windows Server 2012 R2 / 2003. Virtual Environments on Hyper-V Manager Technologies Active Directory Users and Computers in Domain. Clients: Windows 10, Windows 7, XP Professional
RDBMS GUI	Microsoft SQL Server 2016 / 2005. Visual Basic-6.0.
Application Package	Microsoft Office (Excellent in Excel – Formulas, Functions, Pivot Table, Macro, VBA-Project and Chart)
ERP-Accounting Packages	Tally 9.0 ADS(Unix) - NxGT Financial Suite - Fame Business Suite
DBMS	dBase & FoxPro 2.6.
Languages	Basic, Cobol & C.

Sep'2006 To Sep'2020
System Analyst in Bukannan
Furnishing

Kingdom of Bahrain

Manufacturer and Trader of Furnishings



مفروشات بوكنان
Bukannan Furnishing

HAJI ALI AHMED BUKANNAN & SONS W.L.L.

P.O. Box: 536, Manama, Kingdom of Bahrain

Tel.: +973 17400600, Fax: +973 17402747

E-mail: bukannan@bukannan.com Website: www.bukannan.com

- Monitoring and maintaining Widows Domain Server / Ms-SQL Database Server systems, Virtual environments on Hyper-V and VM-ware technologies. Perform backup operations in daily basis System Database for safe storage.
- Set up user accounts and clients workstations. User Account create in Server (Active Directory), Clients System Configure and Add to Server (Domain), Remote Desktop System Administration and Support to the Network Data Communication.
- Manage and support configures local network connection and remote network connection.
- Installing and configuring computer hardware, software, systems, networks, printers and Applications.
- Interact with the Staff to Teach & Resolve the Queries, Issues and Problems and provide technical support for hardware, software and applications issues.
- Successfully involved with System Study, Analysis, Modules Testing and Design for Implementation of New Accounting ERP Software.
- Performed Data Migration from ADS (Unix) to NxGT Financial Suite (VB/Ms-SQL).
- Import / Export Necessitate Data's between MS-Execl and MS Sql Server Database.
- Responsible for Payroll Management – Calculate O.T, L.P, Allowance, Deduction & Prepare Payroll Register, Pay slips - Submit C.D for E-Format of Pay Register as per bank (BBK) specification. Calculate Leave Salary / Indemnity for outgoing staffs.
- Monthly Prepare Ageing Report for Accounts Receivable Outstanding - Salesman Wise/Customer Wise.
- Prepare Stock Reports for Summary/Details with ageing Stock – Inward, Outward, Avail Status & Valuation reports as on position.
- Statement Reconciliation for Banks, Accounts Receivable and Accounts Payable.
- Prepare Landed Cost for Arrived Goods / Estimate for Manufacturing Goods.
- Prepare Consolidate Sales and Collection Reports for daily / weekly and monthly.
- Provide Bahrain VAT Return Files Summary / Details & Submit E-Filing.
- Provide Analytical Reports for Details Breakup, Ageing Reports, and Comparing / Merging Reports from Any Raw Data's or SQL-Database as per Specification Request by Management.
- Provide Support Summary and Detail Breakup in Financial Report for Audit Management.

May'1996 To Aug'2006
System Analyst in Rafisons Pvt Ltd.

Chennai - India.
Manufacturer and Trader of
Asphaltic Roofing Sheets



Rafisons Pvt. Ltd.
New No. 356, Old No. 218, Lloyds Road,
Gopalapuram
Chennai - 600086
Phone No.914428266979/28351979

- Implement All Functions in Tally Accounting Package like Creation of Company, Groups, Ledgers, Voucher type, Cost Center, Stock Groups, Stock Items, etc...
- Monitoring and Verify for Voucher Updated – Sales Invoice, Purchase Invoice, Receipt, Payment, Journal, Debit Note and Credit Note.
- Provide Inventory Reports – Inward, Outward, Stock on Hand for Production & Raw Material as on date with ageing.
- Compute Stock of Production & Raw Material Consume with overhead through Analyzed Job Costs / Product Costs for Stock items.
- Generate and maintain Plant & Machinery Asset Register Management.
- Generate Summary and Detail Breakup Financial Report Profit & Loss Statement and Balance Sheet from system for Board Management and Audit Management.
- Prepare & Submit E-Filling of return for Central Excise, Income / Sales Tax & other record.
- Prepare Payroll Register and Submit E-Filling of Employee Provident Fund Forms.
- Prepare Sundry Debtors Outstanding Branch Wise / Customer Wise – Summary / Bill by Bill with Ageing.
- Prepare Sundry Creditors Outstanding Supplier Wise – Summary / Bill by Bill with Ageing.
- Design an Assortment of Reports Diverse Formats as per Requirement in Lotus-123 / Excel and Submit to Management.
- System Troubleshooting – Windows / Application Software / Peripherals Installation, Systems / Devices Connecting & Sharing in Network.
- Assist the End-Users for day-to-day Operations Problems in System & Tally Accounting Package.

Personal Details:

Date Of Birth	: 17 th May 1976.
Father's Name	: A.Sirajzudeen.
Nationality	: Indian
Marital Status	: Married.
Passport Number	: S9745221 - Expiry: 12.12.2028
Driving Lenience	: 760570086 - Expiry: 09.02.2021.