



Mohd Abdul Muqtadar Adil

EDUCATION

Master of Business Administration (Finance)

2014 - 2016

Bachelor of Commerce (Computers)

2011 - 2014

Mathematics, Economics and Commerce (M.E.C)

2010 - 2011

PROFILE

Dynamic and ambitious fresher with a strong foundation in AWS technologies. Skilled in cloud computing concepts, AWS services, and eager to apply theoretic knowledge in practical scenarios. Possess a keen aptitude for learning, collaborating, and problem-solving. Seeking opportunities to contribute to innovative projects while continuously enhancing skills in AWS ecosystem.

CONTACT

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Hyderabad

PERSONAL DETAILS

Date of Birth : 14th June 1993

Nationality : India

Marital Status : Married

CERTIFICATION

Amazon Cloud Practitioner Essential, EBS, S3, EBS Primer Certificate, Compute Services Overview.

UDEMY

Linux, Git & Git Hub

Digital Marketing

Google AdWords, Google Analytics, Digital Advertising, Search engine optimization, Search Engine Marketing, Social Media Marketing, Email Marketing.

FULL STACK ACADEMY

Dec 2024– Till date

- AWS and its services like IAM, VPC, EC2, EBS, S3, ELB, Auto Scaling, Route 53, CloudWatch, SNS, LAMDA create custom sized VPC, subnets, NAT, and Security groups.
- Generated Snapshots to take backups of the volumes and images to store launch configurations of the EC2 instances.
- Configured S3 buckets with various life cycle policies to archive the infrequently accessed data to Storage classes based on requirement.
- Cloud computing in DevOps & Linux, Git, GitHub, Maven, Jenkins, Ansible, Docker, Kubernetes, AWS, Terraform.

WORK EXPERIENCE

KFIN TECHNOLOGIES PRIVATE LIMITED

Designation: Senior Associate

August 2021– Till date

- Verification and processing of Invoices.
- Tracking of all payments and expenditure.
- Maintained accurate and up-to-date files of invoice payments.
- Matching invoices against POs issued by the sourcing department and ensuring all approval requirements have been met before processing invoices (3-way match).
- Process PO and Non-PO invoices for stakeholders.
- Prepare and Approvals for vendor payments through Web cash and Banking system.
- AP open queries and its route cause analysis.
- Generating invoices, account statements and reviewing invoices for accuracy.
- Performing account reconciliations.

OSPS Telecom Service Pvt Ltd

Designation: Assistant Accountant

October 2017 – August 2021

- Prepared accurate bills, invoices, and bank deposits, ensuring timely recording of payments.
- Maintained meticulous records of payments, account statuses, and financial transactions.
- Reviewed and analysed monthly accounts receivable reports to identify trends and discrepancies.
- Investigated and resolved irregularities and inquiries, ensuring accuracy in financial records.
- Organized and maintained accounts receivable files and records for easy retrieval during audits.
- Generated and dispatched invoices promptly, following up on overdue payments efficiently.
- Verified cash deposits and prepared accurate journal entries to reflect financial transactions.
- Supported auditors during internal and external audits, providing necessary documentation and assistance.
- Actively pursued and coordinated with clients to ensure timely receipt of payments against invoices.
- Generated reports to identify potential customers for targeted collection efforts.
- Completed other duties as assigned to support smooth accounts receivable operations.

