

AZARUDEEN JAINUDEEN *Finance professional*

✉ azarjainazarjain9@gmail.com

☎ +966 573828684

📍 Riyadh Saudi Arabia

🚩 Indian

📄 Transferable Visa

📄 2635668045



Summary

Detail-oriented Finance Professional with an MBA in Finance and experience in financial reporting, AP/AR, and payroll processing. Proven track record in managing invoice reconciliation and ensuring compliance with financial standards. Proficient in Tally Prime and advanced Microsoft Excel. Seeking to leverage analytical skills and ERP expertise to contribute to organizational efficiency within the Saudi Arabian finance sector.

Professional Experience

2025 – 2026

Apollo Home Health Care | Chennai, India, Junior Finance Executive

- Streamlined accounts payable and receivable workflows, ensuring 100% on-time processing of vendor payments and client invoices.
- Executed month-end closing procedures, including bank reconciliations and the preparation of comprehensive financial statements.
- Managed end-to-end payroll processing for staff, ensuring accuracy in deductions and compliance with internal policies.
- Collaborated with cross-functional teams to resolve financial discrepancies and improve documentation accuracy.
- Utilized Tally Prime to maintain real-time accounting records and generate management reports.

2024 – 2025

Annamalai Toyota Showroom India, Finance Intern

- Supported the finance department in daily accounting tasks and the preparation of preliminary financial reports.
 - Assisted in the verification of invoices and maintained organized digital and physical filing systems for audit readiness.
- Observed and assisted in payroll data entry and financial planning meetings

Education

B.Com – Bachelor of Commerce | Grade: A Year 2023, Bharathidasan University India

MBA – Master of Business Administration (Finance) | Grade: A Year 2025, Vels University India

Skills

- **Accounting Software:** Tally Prime, Basic SAP/ERP awareness, Basic VAT.
- **Data Analysis:** Microsoft Excel (Advanced formulas, Pivot Tables, Data Visualization).
- **Productivity:** Microsoft Office Suite (Word, Outlook, PowerPoint).

Projects

Business Development Project, Finance Executive

- Developed comprehensive budgets for new business initiatives, focusing on cost-optimization and resource allocation.
- Performed financial forecasting to support strategic decision-making and project feasibility studies.

Declaration

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.

AZARUDEEN JAINUDEEN