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**Career Objective**

To serve the organization to the best of my abilities and skills in the area of Finance & Accounts.To nurture my career by acquiring maximum growth and prospects. To work in diversified areas, believing in teamwork and putting my best efforts towards the organization.

**Academic Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institution** | **University** | **Year of degree obtained** | **Percentage** |
| MBA Finance | Global Academy of Technology | Visvesvaraya Technological University | 2008 | 57.88 |
| Bachelor of Commerce | B.H.S - Bangalore Higher Education Society | Bangalore University | 2006 | 63.66 |

**Professional Summary**

* Technically skilled Accounts payablespecialist responsible for processing over 1200 thousand invoices per month.  Excellent attention to detail coupled with strong organizational skills ensures a streamlined and efficient payment process. Proven ability to maintain precise record proficient in a number of accounting applications. A hard worker with strong vendor relations and communication skills.
* A competent professional with more than 5.9 years’ experience in a demanding accounts payable role & Tax Analyst. Close attention to detail and problem-solving skills result in a significant reduction in transaction issues. Proactive approach evident in extensive upgrade of control procedures and improved audit results. Proven ability to establish good working relationships with diverse vendors and service providers.
* Extensive experience of the full cycle accounts payable process in a high volume manufacturing environment. Accustomed to accurately processing 1200 payments per month and providing a variety of financial reports. In-depth knowledge of accounting programs including SAP and Excel. Recognized as a hard worker who is driven to exceed performance targets and contribute to company profitability.

**Professional Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Experience** | **Employer** | **Nature of job** | **Designation** | **Total Experience** |
| Experience 2 | Siemens Technology &Services Pvt Ltd | Accounts | Accounts Payable – Senior Specialist | 3.5 Years (From 1st May 2011 to 17th Nov 2014) |
| Experience 1 | Ernst & Young | Financial Service | Tax Analyst – 3 | 2.4 Years (From 24th Nov 2008 to 18th March 2011) |

**Responsibilities Handling at Siemens Technology Services PvtLtd& Ernst Young.**

* Review and verify invoices and check requests.Sort, code and match invoices.
* Report the Invoices for FOREX covers. Prepare of request letter fill for A1 & A2 of payments. Obtaining authorized signatories from authorities.
* Taking photo copy of original docs and submitting docs to bank. Coordinating with bank to report the payments to corporate finance team.
* Approval of payments from corporate finance team and posting entries in SAP.
* Prepare and process electronic transfers and payments.
* Reconcile accounts payable transactions. Monitor accounts to ensure payments are up to date.
* Research and resolve invoice discrepancies and issues.
* Correspond with vendors and respond to inquiries.
* Produce monthly reports. Assist with month end closing.
* Provide supporting documentation for audits.
* Issue of GR Waivers for export of goods.
* Providing FOREX rates to make payment to foreign vendors.
* Preparations of Bank release order&Preparations of Letter of credits. Processing of Employee Allowance for foreign delegations.
* To validate client data analyze cash flows, portfolio & crude financial data provided by client and prepare draft income statement, balance sheet and tax returns.
* Analyzing financial work papers &Security Analysis. Preparing realized & unrealized report.
* Preparing of Tax Work papers, Pass through Such as passing Journal Entries, preparation P/L Account & Balance Sheet. Allocating the income & expenses to partners into Aggregate module & K-1 suite, updating footnotes and taking hard copies of each partner k-1’s.
* Calculation of Foreign withholdings of foreign partners such as 1042, 1042T & 1042’s.
* Preparation of extension for return to extend the due date for five months form such as 7004 & 8804 for partnership & corporation.
* Preparation of tax returns using go-system tool such 1065 partnership return 1120 for corporate return. It is an information return used to report the income, gain, losses deduction, credit etc of partnership &partners. Extracting Tax Returns from go-system tool reviewing & incorporating the changes if any and sending the reports to manager’s review.
* Follow up with the managers if any changes have to be made & electronic file of return to internal revenue service center.
* Attending Review calls, team meetings and Knowledge sharing meetings.
* Coordinating with Front desk team clear open items.
* Regular follow up with seniors and resolving issues, financial work paper and Client queries.
* Training, guiding and knowledge transfer to new joiners.

**Technical Skills**

* SAP
* MS Office (Excel, Word, PowerPoint and Access)
* Typing junior (English)
* Business Skill & Development Program from MSME Development Organization

**Achievements in Siemens Technology Services Pvt. Ltd& Ernst Young.**

* Trained new employees &Migrated FOREX process.
* Member in Culture team for coordinating social activities.
* Supervised large/complex project in attaining goal & streamlined team operations.
* Project Management certification&Received Appreciation awards for successful closing years.
* Held a perfect attendance record&Achieved Double promotion form Staff 1 to Staff 3 in the span of 2 years.
* Received Extra Miller Awards for giving quality services. Honored among top 50 Speaks of the Faith and Trust in work Place.
* Took initiative as a Preparer and coordinator for meeting client deadlines. Worked for Technology team to support the application tool.

**Personality Traits**

* Passion for initiating and facilitating continuous improvement.
* Have integrity, initiative and focus. Excellent communication skills in written and verbal both.
* Ability in working with team as well as individual.
* Displaying good character, Positive energy and willingness to lead & learn.
* Ability to prioritize, multi-task, and deliver with regard to fast deadlines.
* Ability to produce quality result in pressure situation.

**Personal Information**

Date of Birth : 01-02-1983

Gender : Male

Marital Status : Married

Nationality : Indian

Languages known : English, Hindi, Urdu and Kannada.

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Date:

Place: