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**CURRICULUM VITAE**

**Gulfjobseeker.com CV No:** **1316610**

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**CAREER OBJECTIVE**

To best utilize my skills and knowledge acquired throughout my studies & **4+ years of work experience In Accounts** & **Finance**  towards building-up my career and adding up value to the organisation.

**PROFESSIONAL EXPERIENCE**

**Organization : MAERSK Global Service centre, Pune. (India)**

 **Period :** Feb 2013 to May2014

**Designation :** **Accounts Executive**

**Job Profile: Accounts Payable**

**JOB RESPONSIBILITIES**

* Pull Invoices,PO into SAP & Process by 3 way matching check the all documents like purchase order, invoice, and Reference documents.
* Posting of invoices in MIRO with tolerance limit.
* Auditing of wrong postings within or outside MIRO.
* Investigates and resolves problems associated with processing of invoices and purchase orders.
* Reconcile vendor statements, research and correct discrepancies.
* Vendor data Management.
* Making correct & timely vendor payment run.
* Handling all exceptions in sap/ocr and communicate with Locations.
* Reports run for PO-search, manual status work allocation.
* All prepayment activities.

**PREVIOUS EXPERIENCE**

**Organization : Computer Age Management Services Pvt Ltd (Cams India)**

 **Period :** May, 2009 to August, 2011

**Designation :** **Senior Executive**

**JOB RESPONSIBILITIES**

* To Attend Mutual Fund Investors & Brokers, Sub Brokers, Bankers.
* Mutual Fund and Insurance Applications processing.
* Process time stamp Applications without fail for NAV.
* Banking Process (Cheques Clearing).
* Quality checking of generated Folios.
* Follow up for NIGO transactions and resolution of other queries.
* Reporting’s to Regional & Head Office.
* Maintain Record Of all Financial & Non-Financial Transactions.
* Training to new joiners.

**PREVIOUS EXPERIENCE**

**Organisation : KABRA & MALIWAL (CA India)**

**Period**   **:** Dec,2007 to Nov,2008

**Designation**   **:** **Junior Accountant**

**Key Responsibility :** Posting of entries on daily basis , preparing reports of debtors And creditors,

Reconciliation, entries in Tally.

**Results & Achievements**

* Managed the accurate & timely Closing Data every month.
* Always maintained the accuracy & timeliness of the records without fail, which helped to Back Office & Asset Management Company.
* Have got rewarded for best performance of quarter.
* Customer Delight award.

**Academics**

* Passed M.B.A with 63.75% marks (Year 2012) from SRTM University Nanded Maharashtra India.
* Passed B.Com with 64% marks (Year 2008) from SRTM University Nanded Maharashtra India.
* Passed HSC in Commerce with 62.17% marks (Year 2005) from Latur Board Maharashtra India.
* Passed SSC with 57.60% marks (Year 2003) from Latur Board Maharashtra India.

**Technology Summary**

* SAP 102-RP1-R/3
* MS Office (MS Outlook)
* Tally 7.2

**Strengths**

* Ability to work in multi-cultural environment.
* Quick learner & executor.

**Personal Details**

Nationality : Indian

Gender : Male

Marital Status : Single

Date of Birth **:** 17 July 1987

Linguistic Ability **:** English, Hindi, Urdu, Marathi.