**First Name of Application CV No 1639692**

Whatsapp Mobile: +971504753686



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**Objective:** To obtain a suitable career in Financial Field where my experience and skills can be utilized to make a positive contribution to the company growth including my personal growth.

**HIGHLIGHTS OF QUALIFICATION**

* More than six years of experience in (**Accounts payable**)
* Exposure to Corporate accounts payable accounting.
* Knowledge of client interaction on a day to day basis.
* Working on Oracle ERP system for four years.
* Strong sense of responsibility and self determination & self motivation
* Proven ability to work independently.
* Expert command over Microsoft Excel.
* Languages: English, Urdu, Hindi, Bengali and Arabic.

**ACCOMPLISHMENTS**

* Awarded for exemplary performance i.e. “**STAR OF THE MONTH**”
* Submitted a Lean Project in (**PFIZER PHARMA, USA) Genpact**.

**PROFESSIONAL EXPERIENCE**

**CARIVA TECHNOLOGEIS (Private ltd)**

**Accounts analyst (I C ROLE)** (**Accounts Payable**) **(FEB 2012 Till date)**

* Team Handling.
* Working on computron ERP system for a Multi National Client.
* Posting vendor invoices into the ERP system with consideration of deadlines.
* Dealing with vendors e-mail and query regarding payments and disbursement.
* Query Handling.
* Preparing weekly dashboard to analyze business health.
* Maintaining daily trackers.

**WIPRO BPO (PEP BOYS, USA)** (**Accounts Payable**) **(JAN 2011 to DEC 2012)**

**As a SENIOR ACCOUNTS OFFICER in the Finance and Accounting team**

* Working on the Oracle ERP system for a Multi National Client.
* Processing vendor invoices into the ERP system with consideration of deadlines.
* Have direct interaction with the Finance Controller and Finance Director.
* Preparing vendor reconciliation.
* Query Handling.
* Maintaining daily trackers.

**GENPACT INDIA (PFIZER PHARMA, USA) (Accounts Payable**) **(MAY 2009 JAN 2011)**

**As a PROCESS ASSOCIATE in the Vendor Management Team.**

* Working on the Oracle ERP system for a Multi National Client & Key player in vender management team
* Generate vendor unique number through ERP system & Post vendor information into oracle ERP system.
* Maintaining Vendor Profile on the system and update information when its required.
* Preparing vendor reconciliation/ Query Handling and maintaining daily trackers.
* Ensure accurate and timely payment to the correct vendor & Earns discount for the business if we pay the invoice within the discount term.
* Have direct interaction with the Finance Controller and Finance Director. Also
* Communicate with accounts payable department, Prepare vendor track report.

**EDUCATIONAL QUALIFICATION**

* Masters in Business Administration (Finance)(Distance)
* B.Com in from Burdwan University.
* HSC in Commerce from A.G Church School, Sodepur, India
* 10th from St. Vincent’s High and Technical School. Asansol (INDIA)
* Completed Diploma in Microsoft Office.