CURRICULUM VITAE

Syed

Syed.337647@2freemail.com

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| CAREER OBJECTIVE: |

**Seeking a challenging position in your esteem organization where I can utilize my Finance and Tax, Accounting (Core Accounting) skills along with my abilities that will give room to enhance my knowledge/skills and professional growth while being resourceful, innovative and flexible.**

**TOTAL WORK EXPERIENCE: *7+ Years of experience in AP, AR & GL (Tax Accounting) from the below Organizations.***

1. ***Infosys BPO Ltd - (Philips Electronic India limited)–(AP - in SAP)***
2. ***M/s. MDH Trucks Pvt. Ltd - (TATA Motors Ltd)–(AP, AR & GL- in Tally ERP9)***

***Awards:***

***Raising Star award for best Performance in the new Co. code US9L.***

***Spot award for decreasing Park count in the Co. code Mexico.***

***Spot award for decreasing TDS related errors in the Co. code Indian Operations.***

***Trainings:***

1. ***T-100: Accounting Fundamentals.***
2. ***T-200: Certification in accounting process.***
3. ***Conference call Training & Quality workshop Training.***
4. ***E-mail writing Training skills.***
5. ***TDS, Service tax and Sales tax Accounting process Training.***
6. ***T-207: Advanced excel Training.***

***Strengths:***

1. ***Smart Work.***
2. ***Positive response giving for Queries.***

***My Hobbies:***

 ***Playing Cricket, Watching Discovery, Animal planet and Movies.***

**I. PROJECT: *Philips Electronic India limited***

***Worked at Infosys BPO Ltd, as a Process Specialist From 11/June/2013 To 01/Sept/2016 in Chennai, Tamilnadu, INDIA.***

***Domain: Accounts Payable (P2P)***

#### RESPONSIBILITIES:

**P2P - Productivity:**

* Daily processing all the accounts payable Invoices in SAP such as VAT, CST, Service tax and TDS related (2 Way match PO’s – Non BOM Invoices & 3 Way match PO’s – BOM Invoices)
* Weekly some critical Vendors Invoices processing (US. Bank, Pontoon).
* Daily downloading Park documents from SAP analyzing and posting.
* Daily communicate with Buyers to get solution for Parked Invoices and clear from Park.
* Contact with block team to release the block from documents which are automatically SAP blocked (R block, A block) as per net due date.
* By weekly download Open GR from SAP then contact Vendors to get the Invoices and Credit notes then post against Open GR’s.
* Co – Operate with QC team to reverse and repost wrong posted Invoices before release for payment.
* Daily and Rush payment (IHC &Cheque) to Vendors.
* Daily handling mails for wrong postings from Buyers and re-processing Rectification & Correction entries in SAP.
* Handling IHC Payment Rejections, SAP Fallouts.
* Raising Oscar Request for Vendors -updating Banking details, Change of address, etc in Vendor master data.
* Month end preparing AP Accruals, JE and upload in One Data Work bench to process in SAP.

**P2P – Reporting’s:**

* Daily maintaining TAT accuracy on Invoice processing, Quality check, Invoice block, Invoice payment – sharing report to client Excel and Pivot.
* Monthly preparing Dashboard on TAT (IP, QC & POT) and meeting with Client – on Monthly Comparison in Power point.
* Weekly preparing and sharing park report and meeting with client on discussion of present and previous park report – Reporting Park Documents in Excel and Pivot.
* Monthly preparing Global Park report for all ORU’s and meeting with Client – Park count comparison Monthly wise in Power point view.
* Weekly preparing OB10 Reconciliation report and meeting with Client – Posted, Parked not received Invoices in SAP Workflow – Excel sheet.
* After month end preparing ICS-56 Report, and POT Report.
* While MEC Co – Operate with Process-Associates to complete month end activities.

**II. PROJECT: *TATA motors***

***Worked at M/s. MDH Trucks Pvt. Ltd (TATA Motors Ltd) as an “Accountant” From 08/Jan/2009 To 31/May/2013 date in Kadapa, Andhra Pradesh, INDIA.***

#### RESPONSIBILITIES:

**Inventory:**

* Purchase of vehicles, spares, tools & fixed assets invoices maintaining in tally ERP9.
* Sale of vehicles invoices maintaining in tally ERP9 software.
* Sale of cash and credit spares, tools invoices maintaining in tally ERP9 software.
* Spares warranty sales maintaining in tally ERP9 software (warranty claim)
* Daily Updating Inventory – stock in and stock out.
* Monthly preparing Stock (Inventory) statement and submitting to bank.

Service:

* Cash & credit w/s labor charges (workshop) maintaining in ERP9 software.
* Spares warranty labor charges maintaining in tally ERP9 software (warranty claim free service).

Taxation:

* Collect service tax on w/s labor charges & warranty labor charges, other services and monthly payments and return filing.
* Payments and Return filing – VAT, CST, TDS, Advance tax, Wealth tax, ESIC, PF, and Profession tax. And applying ‘C’ Form and Way bills.

Accounting:

* Journal entries: All expenses like freight charges, petrol expenses, electricity charges, phone bills, Net bill, Advertisement expenses, Demo expenses, Staff welfare expenses, Work shop maintenance expenses, Vehicle maintenance expenses, show room maintenance expenses, etc maintaining in Tally software. ERP 9.
* Payroll: monthly preparation of salary statement for company staff.
* For sale of vehicles, spares, tools advances & Part payments receiving from customers.
* Monthly reconcile of bank statements, branches ledgers, vendor a/c and customer a/c.

Claims:

* Co-operate to claim the discounts (subvention, captive discount, loyalty discount, welcome bonus, free insurance) from TATA Motors.
* Discount allowed claim from company (TATA Motors) and debited to seller ledger (TATA Motors) after receiving claim report.

Auditing:

* Monthly Auditing of company (verification of all expenses vouchers, Purchases Inventory invoices, Sales Inventory invoices, Suspense Vouchers, Handling charges a/c, Physical Cash counter, Physical Inventory (stock) with Cash book, Bank book, Journal register, Purchases register, Sales register etc.

Reporting:

* Monthly Preparing Trail balance, P&L a/c and Balance sheet.

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| **PERSONAL DETAILS:**  |

***Date of birth : 01-07-1985***

***Marital status : Married***

***Languages known : Telugu, Hindi, English, and Urdu.***

***Nationality : Indian***

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| **CURRENT ADDRESS:**  |

***Near BTM Layout - Bangalore***

**PASS PORT DETAILS:**

***Date of issued : 09.10.2012***

***Date of expiry : 08.10.2022***

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| **EDUCATIONAL QUALIFICATION:** |

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| ***Education*** | ***Board/University*** | ***Year*** |

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| ***M.B.A - Finance*** | ***J.N.T. University*** | ***2008*** |
| ***B.Com Computers*** | ***Sri Venkateshwara University*** | ***2005*** |
| ***Intermediate C.E.C*** | ***Board of Intermediate Education*** | ***2002*** |
| ***S.S.C*** | ***Board of Secondary School Certificate*** | ***2000*** |

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| **TECHNICAL QUALIFICATION:** |

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| ***D.C.A - One year Diploma in Computer Application - N.C.P.U.L. Govt. of India 2006*** |
| ***LOWER Typewriting.*** |
| ***TALLY ERP.9, SAP FI/CO AP Process, WINGS-18 Web Client.*** |

### D E C L A R A T I O N

***I hereby declare that all the information furnished above is true to the best of my knowledge***