****

 **Mushrif**

**Mushrif.345980@2freemail.com**

**CAREER OBJECTIVE**

Intend to build a strong career with a leading and reputed corporate firm and stay focused by working with committed and dedicated people, which will help me to motivate myself to excel and realize my potential. Also willing to work as a key player in a challenging and creative environment.

**WORK EXPERIENCE**

# Accounts Associate

EXL

Jul 2016 - Jan 2017

**Accounts Payable Process**

* Review all invoices for appropriate documentation and approval prior to payment
* Sort and distribute incoming mail
* Process 3 way P.O. matching invoices, up to 100 plus line items
* Prioritize invoices according to cash discount potential and payment terms
* Process check requests
* Audit and process credit card bills
* Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
* Respond to all vendor inquiries
* Reconcile vendor statements, research and correct discrepancies
* Assist in month end closing
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
* Assist with other projects as needed

**PROJECTS**

# "A study on Working Capital Management at M.A Board Products Pvt Ltd"

The study is conducted with a objective to comprehend and examine the working administration framework practiced in the organization.

3 Month

Team member(s): 0

To understand and examine the money related aspects like gainfulness and liquidity position.

# "A study on Customer Perception of PUMA products"

1 Month

Team member(s): 4

Study is conducted mainly to understand the Brand presence, Quality of products, durability. "

# "A study on SERVQUAL maintained and offered by SNAPDEAL"

1 Month

Team member(s): 4

Study is conducted to understand the quality of service provided by Snapdeal and how it differentiated from other service providers

**EDUCATION**

* Master’s in Business Administration MBA (Finance and Marketing) Mangalore Institute of Technology and Engineering VTU, Belgavi.
* Bachelor’s in Commerce (BCOM) – Alva’s College, Moodbidri.

**SKILLS**

* Computer Skills
* Microsoft office
* Tally ERP9
* Oracle JD Edwards
* Key Qualifications Hard working and Punctual
* Decent communication and convincing power.
* Area of Interest Special interest towards finance and taxation

**ACHIEVEMENTS & PARTICIPATIONS**

* Entrepreneur Development - Organized an event in college fest.
* Attended CPT session after BCom Graduation.

**DECLARATION**

I consider myself familiar with marketing and finance. I am also confident of my ability to work in a team. I hear by declare that the information above is true to the best of my knowledge.