**TOUSIF**

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| **Professional Summary** |
| * Accountant at ETIHAD AIRWAYS with total of 4.5 years of experience in Accounts Payable and Receivable using applications like Oracle, SAP and Almira * Experiences in full procure to pay cycle including vendor creation, invoice processing and settlement run * Experience in Vendor Reconciliation, GRIR Reconciliation and APGL Reconciliation using SAP * Experience in Exception Reporting and Debit Balance analysis using SAP * Ability to create Update Tracker, Supplier Vs Employee submission reports * Broad experience in Looking after AP Invoices, AP Processing and Tracking of TAT Invoices * Brought up Certain Process Improvement strategies which Reduced the Time utilized on Each Invoice and Payments * Experience in all areas of various departments like Accounts payable and Accounts Receivable |

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| **Trainings** | |
| **Maersk Line - India** | Completed Trainings on Planning and Organizing and Building Teams. |
| **Maersk Line - India** | Completed Training on Basics of Lean Six Sigma and Advanced Excel |
| **WNS Global services Pvt Ltd.** | Completed Quality Trainings based on Failure mode effect analysis, Root Cause Analysis, Process Mapping Toolkit, Basics of Lean Six Sigma**.** |

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| **Additional Skills** |
| * Good work ethics with good communication and interpersonal skills. * Capable to delve into new improvement areas with ease. * Ability to work well in a team as well as in an independent environment. * Ability to handle a team of processors and co-ordinate with them. * Training the new members in the team and getting them productive quickly. * Strong client facing skills. * Strong positive attitude and quick adaptability and flexibility with work. * Possessing a strong will to develop the spirit of teamwork. * Possesses good communication skills and leadership qualities. * Ability to prioritize the tasks and work under pressure * Self-starter and seeks new challenges and responsibilities. |

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| **Technical skills** |
| * Proficiency in MS Word, MS Excel (VLOOKUP, HLOOKUP, Pivot table, If Function, max, min, Count if and various shortcuts), MS PowerPoint. * Financial management. * Lease financing. * Security analysis and portfolio management. * In Depth knowledge about airlines finance department. |

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| **Projects** |
| * Part of application migration from Oracle to SAP at Etihad * Part of AP and AR transition at WNS Global Services for client American Lawyer Media * Lead and Successfully completed AR and AP transition for project SUMMIT at WNS Global Services * Part of Invoice Delivery Automation at Maersk Line * Part of Billing process Automation – Maersk Line |

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| **Awards and Recognition** | |
| **Company** | **Description** |
| **Maersk Line - India** | * Received Certifications for providing various Kaizens in Process Improvement |
| **Maersk Line - India** | * Received Certificate for dispute handling and customer satisfaction |
| **WNS Global Services Pvt Ltd** | * Received Certificate providing Kaizens in Process Improvement and dedication toward work |

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| **Professional Experience** |

* **ETIHAD AIRWAYS (U.A.E) -** Accountant from July 2016 till date.
* **WNS GLOBAL SERVICES PVT LTD (India)** - Senior Associate from July 2015 till July 2016.
* **Maersk Global Service Centre (India)** – Accounts Officer from Feb 2013 till June 2015.

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| **Process** |  |
| * **Etihad Airways- Accounts Payable** – Accountant since July 2016 till date. * Processed 3-way purchase orders and obtained appropriate approvals * Entered and processed vendors payments using Oracle and SAP * Provided efficient and effective client service while performing day to day functions and management of payment activities. * Maintained, processed, and reconciled all payment and expenditures daily to stay in compliance with policies and procedures * Exhibited and ensured accurate coding, sorting, balancing and payment of invoices/receipts. * Demonstrated effective and professional communication with internal and external vendors and clients. * Implemented and demonstrated improved payment process through various metrics. * Demonstrated a solid and through understanding of basic book keeping and accounting policies. * Generated and reviewed age analysis regularly for outstanding balances to ensure compliance * Performed detailed research to resolve discrepancies in payment. * Managed and checked account details and balances for missing payments, late payments and other balance issues. * Performed required billing and collections reporting in a timely manner according to deadlines * Demonstrated attention to detail when following, collecting, and allocating payments of clients * Managed and assisted with monthly closing of books and reconciliations * Demonstrated open and professional communication with clients as needed * Resolved client issues and demonstrated resolution skills for quality service * Reconciled monthly statements and research discrepancies * Audited/researched and processed Crew hotel expense * Process invoices in Almira application on accrual basis(Direct Operating Cost) * Handled Critical Vendors like Adnoc, Sharjah Aviation Services and Abu Dhabi Airport Services which requires advanced excel skills. * Worked on Ground handling, Cargo Handling, Trucking and Line Maintenance reconciliation in ALMIRA for the books of Philippine, Amsterdam, Tanzania, Bahrain and Germany. * Handling and looking after ICH invoices reconciliation for providing various Kaizens in Process Improvement. * Manual Reconciliation of Excel books for the stations of providing various Kaizens in Process Improvement. | |

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| **Process** |
| * **WNS GLOBAL SERVICES PVT LTD** – Senior Associate – December, 2013 - till date. * Vendor Creation-Preparing and maintaining Vendor Master Data, Invoice Processing, and Settlement run. * Looking after whole PTP team processes. * Preparing and maintaining SLA dashboard, attending weekly client calls, explaining about the weekly summary of the process, handling team in the absence of Team lead. * Supporting quality department in there day to day activities. * Broad experience in Looking after AP Invoices, AP Processing and Tracking of TAT Invoices. * Validating the balance of the vendor account in the business solution at a specific point of time. To compare the vendor balance in the business solution against an independent statement provided by the supplier and the difference needs to be reconciled in order to ensure that all the transactions contained within the vendor account reflects a true balance. * Maintaining and reconciling the goods receipt invoice receipt note account, it is mandatory to reconcile this account monthly to determine that the balance reflects an accurate record at all times. * Run report to clear the line items which are stuck in Payment Run. |

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| **Process** |
| * **Maersk Global Service Centre** –**Accounts Receivable**- Senior Associate – Feb, 2013 till June 2015 * Account Receivable (Order to Cash Process) in SAP * Payment Application * Preparing Daily Outstanding Report * Specialized Billing * Manage the daily and weekly report of Invoice sent to the customers * Worked closely with the Finance team to help in Invoice Reprint and reconciliation of invoices * Follow the various departments to update client’s data * Creation of Manual Sales order in SAP * Dispute Handling * Performed account reconciliations and documentation. * Maintained accurate account receivable logs and database entries. * Resolved all account discrepancies and completed monthly audits of accounts receivables. * Completed all additional duties as assigned by management. |

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| **Applications** |
| * SAP * ORACLE * WORKDAY * ALMIRA * MANAGE ENGINE * MultiPub * Dynamic GP |

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| **Extra-Curricular Activities** |
| * Received Reward and Recognition for Q3 and Q4. * Participated in debate, business quiz and stock market competition held at Jamia Hamdard. * Participated actively in various management seminars.. * Participated actively in cultural activities at college. * Active blood donor. |

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| **Educational Qualification** | |
| **2010-2012** | * MBA with Dual specialization on Marketing and Finance from Hamdard University. |
| **2007-2010** | * B.Com from Pune University. |
| **2005-2007** | * HSC from ST. Mary’s English High School under CBSE. |
| **2003-2004** | * ISC from Cambridge English School under CBSE. |

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