

**SHAHBAJ**

[**SHAHBAJ.371979@2freemail.com**](mailto:SHAHBAJ.371979@2freemail.com)

**Accountant with India Experience**

**CAREER OBJECTIVE**

As an accounts professional with more than 6 years of experience, I bring with me a keen ability to manage accounts and remove any discrepancies. Reconciliation and analysis are my forte and Team work and meticulousness help me solve problems easily.

**TECHNICAL SKILLS**

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| **Accounting Package** | **Tally.ERP, Microsoft Dynamic AX 2009, Print buy Toolkit, MS Office and Outlook**  Bank Reconciliation, Prepare VAT, Service Tax, TDS, PF, ESIC calculations & Returns, Accounts payable, receivable, vendor ageing, and dealing with banks. |
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**PROFESSIONAL EXPERIENCE**

**COMPANY : EXL Services.com (India) PVT LTD**

**EXL Service** is a provider of [decision analytics](https://en.wikipedia.org/wiki/Decision_analysis), [operations management](https://en.wikipedia.org/wiki/Operations_management), [outsourcing](https://en.wikipedia.org/wiki/Outsourcing), business transformation and [IT services](https://en.wikipedia.org/wiki/IT_Services). The company is headquartered in New York City, it was ranked 10th among India's [ITES-BPO](https://en.wikipedia.org/wiki/ITES-BPO) ([IT](https://en.wikipedia.org/wiki/Information_technology) enabled services - [Business process outsourcing](https://en.wikipedia.org/wiki/Business_process_outsourcing)) exporters

Duration : July, 2016 to July 2017

Designation : Sr. Associate - Media reconciliation specialist

Location : Noida, India

**JOB RESPONSIBILITIES**

* Following up for actualization report from media team over emails and phone calls.
* Actualize the buys / insertions cost as per actualization report and ensure that cost matches with the budget (under IO / PO) and clear the buys for payment.
* After actualization of all the insertions following up with the vendors for invoices matching with the actualization numbers and cleared for payment.
* Enters invoices to the Print Buy Toolkit as well as On-base for invoice injection.
* Digital Media invoice reconciliation by 3 way matching system, resolving invoice discrepancies and ensures that invoices are paid.
* Work closely with billing indexing team regarding invoice coding and processing.
* Call setup with media team regarding discrepancy of actualization report if any as per scenario and resolve vendor query.
* Work with remote client services teams and sister agency accounting teams regarding media reporting and invoice payment.

**COMPANY : RSPL LIMITED**

Duration : December 2013 to June 2016

Designation : Accountant

Location : Awar, India

**JOB RESPONSIBILITIES**

* Making all type of accounting vouchers in Microsoft Dynamic AX 2009
* Monthly TDS, service tax, VAT calculation and send to HO for deposited
* Co-ordination with VAT consultant including form issuance, return filing & fulfilling day to day requirements
* Posting of all the bank payments at factory level & bank reconciliation on monthly basis
* Invoice posting of all kind of RM, NON – RM (Raw Material) purchases
* Maintain payroll and all other elements of HR work related to accounting
* Verifying vendors bills as per quotation and send for approval
* Issued cheque , debit and credit notes against shortage
* Reimbursement of employees travelling bills as per policy and travel bill accounting
* Checking of all the financial transactions at factory level & to ensure that same should be supported by genuine documents

**COMPANY : MY CAR PRIVATE LIMITED**

Duration : April 2011 to December 2013

Designation : Accountant

Location : Kanpur, India

**RESPONSIBILITIES**

* All kind of accounts activities and statutory Matters **( Day Book, cash book, Purchase & Sales invoices, Bank and Branch Reconciliation, Preparation Service Tax, VAT, Employee provident fund and ESIC calculation and returns, , Online Payments of Income tax, advance tax, and TDS)**
* Cash controlling, inventory audit, surprise cash audit and reconciliation
* Prepare quarterly trial balance , Profit and loss account and balance sheet
* Making vendor payments and other curriculum activities
* Making Purchase and sales invoice of pre-owned vehicle and calculate monthly profitability report of each vehicle and reported to companies Directors
* Prepare monthly document checklist for related documents of accounts department and coordinate with company’s branch accountant regarding various work of accounts

**ACADEMIC QUALIFICATION**

* Completed MBA in Finance & Operation from Karnataka state Open University in year 2014
* Completed M. com from D.A.V. College Kanpur in year 2012
* Completed B. com from Armapore Post Graduate College Kanpur in year 2010
* Completed Intermediate from Guru Nanak Boys Inter College in year 2007
* Competed High School from Sri Omar Vaishya Shikshayatan in year 2005

**COMPUTER PROFICIENCY**

* ***Certified Tally.ERP 9*** course from ***The Institute of computer & accounts***, Kanpur
* ***P.G.D.C.A.*** *from* ***Data Point Computer Education Center***, Kanpur

**STRENGTH**

* **Good knowledge in MS Excel**
* Ability to work under severe pressure, to get along with everyone
* Excellent verbal and personal communication skills
* Quick learner and adaptive nature

**ACHIVEMENTS AND RECOGNITION**

* I have got Monarch chartbuster awards for performer of the quarter from EXL Service.

**DEDLERATION**

I, hereby declare that all above information are true submitted under my complete knowledge. Kindly give me a chance in esteem organization.

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