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| **MOHSIN**  |
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| mohsin nadkar image 001.jpg**Email:** mohsin.374819@2freemail.com  |
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| **Objective** |
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| To secure a position that offers challenges and fully utilizes my diverse knowledge and skills while simultaneously providing further professional growth and development. Innovative and flexible and ability to work within a multicultural environment to earn a reputable status in the field of accounting and finance/Procurement and give to that organization the best of what I can. |
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| **Summary** |
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| * Precise, detail-oriented [Accounts Payable and Procurement] with sound judgment and decision-making skills and managing vendor relations
* Quality-focused accounting professional with over [6] years processing invoices, managing vendors, and auditing expense reports as well as day to day accounting.
* Procurement report import & Local purchase and dealing with the supplier.
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| **Skills, Certificate, and Awards** |
| * Accounts Payable and Procurement (P2P)
* Proficient in SAP, Oracle, and PeopleSoft Software.
* General ledger maintenance
* Great Plains knowledge
* Expert in supplier and customer relations.
* Working on new project setup.
* TATA Champions League Award
* TATA Topaz Go Getter Award
* SIDCO certificate of Hazard Recognition
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| **Work History** |
| **Multiple Task (Accounts/Purchase/HR/Sales/Logistic) (From November 2015 To Aug 2017)****Mohammed Naji Al Hajaj Industrial Chemical Factory. (WST)*** **Working on New business projects requirements.**
* All day to day accounting duties with daily reporting to the finance manager.
* Control of chemical stock and warehouse activities.
* **Searching for customer and finalizing deal of finish products.**
* All procurement activities with local and petty cash purchase.
* Arrangement of Raw Material and Finished Goods deliveries and reporting to management.
* Payroll activities and other co-ordinate to Head Office Human Resource Department.
* Control defines ISO process within the all department.

**Procurement Coordinator (From April 2012 To July 2015)**  |
| **Saudi Industrial Detergent Co. (UCC),*** Verification of Purchase Order and Requisitions: Verifying the purchase order and requisitions for overseas and local before sending for approval,) checking and making sure the Justification details of the job, items or service mentioned in the Purchase Order is correct or otherwise visiting the sites to verify the authenticity of the requirement.
* Follow up with suppliers regarding enquiries to get quotation /order confirmation, delivery schedule. Review inventories and order as required.
* Negotiating with suppliers for the best price, quality, and delivery time.
* Evaluation of quotations received: Checking, evaluating quotations and approving the same for purchase.
* Updating of any price change for major raw materials to the concerned department head (Managers and Supervisors).
* Arranging and conducting purchase committee meeting mainly for capital Investment.
* Meeting suppliers
* Follow up short fall in quality and quantity of received material as per order.
* Searching for new supplier through net and local resource for better price and quality.
* Follow up for bank guarantee for advance payment and letter of credit.
* ISO audit for purchase department and preparing required documents and supplier evaluation.
* Maintenance of purchase records /file in a proper way to have easy access.
* Calculating landed Cost for certain items (import item).
* Arrangements of sale of scrap material.
* Obtaining sample from suppliers and following up trial run for new raw material etc.
* Follow up for customs clearing with clearing agent and duty exemption.
* Arranging Credit facility from new suppliers.
* Duty exemption renewal - follow up.
* Verifying petty cash and advance settlement.
* Coordinating with accounts department for supplier queries.
* Presentation of MIS report.

**Process Associates: - Accounts Payable (From August 2009 To March 2012)****TATA Consultancy Services Ltd (TCS),****Disbursement, General Ledger & VMA process: -*** Reviewed bank statement and report any query to treasury director.
* Funded manual wires payment as per scheduled.
* Pay cycle as per SLA for check, EFT and wires.
* Liasoning with vendors, banks and business units and resolved the queries through emails and telephonic calls.
* Assist customer support team. Termination and updating of T-E employees and their expenditure authority.
* Prepare Matured FX sheet to availed foreign currency gain & loss.
* Addition and updation of vendor master,.
* W9 form details,MIS reporting.inter-company payment on scheduled date.
* Oracle pay cycle cheque run.
* Debit balance (reduce from 1.2 million to 300 thousand dollar).
* Suggested process improvements to secure prompt and regular payment for the supplier to avoid escalation and supplier notice.
* Balanced batch summary reports for verification and approval.
* Rectified escalated accounts payable issues from employees and vendors.
* Coded the general ledger and processed vendor invoice payments.
* Co-ordinate approval processes of all accounts payable invoices.
* Conducted month-end balances and reviews and reconciled open item and any variances with general ledger team.
* Researched and resolved billing and invoice problems.
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| **Account Assistant (From June 2008 To Aug 2009)****Accenture Services Pvt Ltd.*** **Updating, Tracking and Invoice Process:-**
* Received invoices at AP Help Desk & acknowledge them. Tracking of the invoices.
* Checking essential requirement of invoices, giving control number to invoices,
* Updating of large general invoices in SAP.
* Checking duplication of invoices.EOD checking to avoids error in processing.
* Processed PO and Non-PO invoices.
* Deduction correct TDS on invoices as per vendors category & services.
* Filled up PO exception tracker, filled up TDS exception tracker.
* Manual posting of pending document.
* Resolved WBSe queries with requester.
* Solved invoice queries with requester through mail.
* Reclass RTR of prepaid exp, Reclass RTR of cost center &WBSe.
* Analysis of PO exception tracker. Quality checking of invoices.

**OTHER: -****MNRD & Associates: Audit Assistant (From July 2007 To June 2008)****A.A.Poonawala Tax Consultant: Trainee (From December 2005 To June 2007)** |
| **Education** |
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| * **SSC**: Secondary School Certificate Passed with First Class In March 2000 From Kolhapur Board
* **HSC**: Higher Secondary School Certificate Passed with Second Class In March 2002 From Kolhapur Board
* **B. Com**: Bachelor of Commerce Passed with Pass Class In March 2005 From Mumbai University
* **DFM**: Diploma in Financial Management From Welingkar Institute Mumbai
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| **References** |
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| References are available on request. |
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