# **CURRICULUM VITAE**



**Umesh**

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| **OBJECTIVE** |

To pursue a successful career at an organization that provides learning and career development opportunities, application of my knowledge and skills and a healthy professional work environment, so that I can use my energies and efforts positively and effectively for the organization.

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| **EXPERIENCE** |

**AL ASHRAFI METAL COATING LLC**

**OCT 2017 – PRESENT**

**Location –Dubai, United Arab Emirates**

**Accountant**

* Preparing Delivery notes and Invoices as per the Purchase order.
* Recording all the transactions in Tally ERP9.
* Reconciliation.
* Preparing Cash Report.
* Handling Petty Cash.
* Handling Accounts Payables & Receivables.
* Submission of Reports.
* Maintaining Stock Reports.
* Preparing monthly payroll.

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| **ETIHAD AIRWAYS** |

**JUL 2016 – SEP 2017.**

**Location – Abu Dhabi, United Arab Emirates**

JUNIOR ACCOUNTANT (ACCOUNTS PAYABLES)

* Ensuring all invoices settled as per agreed terms and monitor supplier aging to ensure payments are up to date.
* Reviewed monthly payable aging, Reconciled with GL and payable trial balance and ensure that month end closing for A/P to be executed and completed as per the timeline.
* Matching invoices with purchase orders and Goods Receipt note for processing the payments as per the terms described in PO.
* Handled incoming calls for vendor inquiries and resolved invoice discrepancies.
* Reconcile vendor statements on monthly basis.
* Prepare monthly reconciliations for prepaid and advance to suppliers account.
* Communicate with business , Purchasing department and assist for any accounting /finance support as needed.
* Received Appreciation for best performance in clearing backlogs which was due to system migration for Accounts Payable.
* Application Used : SAP.

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| **BNY MELLON INTERNATIONAL OPERATIONS (INDIA) PVT LTD** |

**JUN 2009-JUL 2016**

OPERATIONS EXECUTIVE

* Get the Statement from the UTM Input the Month End Balances in the database, Create breaks if there is any discrepancy in the Closing balance that is given by GSP and the Statement.
* Loading the Month End Balances that has been downloaded from the website and Loading them into the MS Access Database.
* Aging the Missing Lines every last day of the week.
* End of Day process after all the balances are input in the database, we load all those Closing balances into the System i.e. ASR so that the Recon Team could get the breaks the next day.
* Comparison of the Current lines with the Historical Missing Lines through MS Access Database.
* Application Used : TLM.

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| **SYNTEL SOURCING PVT LTD** |

**JAN 2007-JUN 2009**

ASSOCIATE

* Process dailies cash reconciliation of the accounts related to Investment bank and Custodian.
* Process Monthlies Cash, PAR, Price and Accruals reconciliation of the accounts related to Investment bank and Custodian.
* Reporting the discrepancies in the reconciliation to the client.
* Ensure SLA compliance and MIS reporting.
* Assist and Mentor colleagues and share experience where appropriate.
* To efficiently investigate and resolve queries raised by them.
* Publishing & Billing of the Accounts wherever necessary.
* Application used : PLM & Excel.

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| **WNS GLOBAL SERVICES INDIA PVT LTD (WNS)** |

**MAY 2003 – JAN 2007**

**ASSOCIATE**

* Booking seats for passengers as per the priorities and providing the ticket numbers.
* Cancel the bookings in case the passenger is not willing to travel.
* Do Name change of the passenger if required.
* Cancelling duplicate booking of the same passenger.
* Communicate with the customer regarding project status and update.
* Prepare and send the weekly and Monthly report.
* Receive the update from the customer and communicate it to the team members.
* Solve the queries for the team members.
* Handle shift-in-charge duties for the respective shift.
* Maintain the tat tracker.
* Display effective communication with team mates, Team Leaders, Managers and Customers.
* Set deliverable targets for the new staff with co-ordination of the Team Leader.
* Application Used : BA80

**EDUCATION QUALIFICATION**

Course/Degree Year Institute/University

B.COM 1997-2000 ST: Vincent College of Commerce, Pune University.

H.S.C 1995-1997 ST: Vincent College of Commerce, Maharashtra Board

S.S.C 1994-1995 ST: Joseph High School, Maharashtra Board.

**Skills**

MS Word, Excel and PowerPoint & SAP.

**Work Schedule**

Flexible regarding work schedule – Overtime, night and weekends.

**Communication**

Excellent Communication with interpersonal skills.

Quick Learner, Dedication and time management.

**PERSONAL DETAILS**

Date of Birth : 10th Feb 1979.

Sex : Male.

Nationality : Indian.

Religion : Hindu.

Languages Known : English, Hindi and Tamil.

Marital Status : Married.

**PASSPORT DETAILS**

Date of Issue : 14 Jul 2015.

Date of expiry : 13 Jul 2025.

Place of Issue : India, Maharashtra, Pune.

**DECLARATION**

I hereby declare that the above information and details provided by me are

true and correct to the best of my knowledge.