**ABDULLAH**

E-Mail: **~** **Abdullah-393160@2freemail.com**

## Aspiring for Challenging positions in Finance and Accounts with a growth oriented organiza tion of repute

**SUMMARY**

An Energetic Transaction Processing Accounts Associate and Auditing &Tax Consultant with 5 **years and experience** in the Internal Audit as well as BPO Industry. Well versed with the following skills: Finalization of Accounts, Accounts Techniques & Procedure, and Familiar in Tally Accounts, Word, Excel, Outlook and internet.

**EDUCATIONAL SKILLS**

**UNIVERSITY OF MADRAS** – 2015

*MBA – FINANCIAL MANAGEMENT (Correspondence)- UNIVERSITY OF MADRAS*

**THE NEW COLLEGE** - 2012

* 1. *OM–CORPORATESECRETARYSHIP(FullTime)–TheNewCollege*

PROFESSIONAL EXPERIENCE – India(Chennai

* + - Took care of day-to-day transactions & administration activities of organization and manageddifferent type of accounts and preparation of Trial Balance & P&L reports forall
		- Handling Preparation & maintenance of various books / registers like Sales Book, Purchases Book,Cash Book, Bank Book, Journal, Stock Register, Credit & Debit notes, Accounts Receivable, Accounts Paya- ble, Loans & Borrowings,Investment
		- Maintaining cash and bank transaction and managing reconcile bankstatement
		- Ensuring timely filing of returns such as Sales Tax, Service Tax & Income Tax as per relevant actsand remittance ofTax
		- Depreciation, & Finalization ofAccounts.
		- Preparation of Profit & Loss Accounts & Balance Sheet withSchedules.
		- Completion of Annual / PeriodicalAssessments

# TRANSACTION PROCESSING ASSOCIATE IN– (CHENNAI)

## Client: Schlumberger Project: R2R

**Period:** DEC 2016 to present

**Designation:** Transaction Processing Associate

## Role: Accounts payable & Accounts Receivables&Booking

**Roles and Responsibilities**:

* Preparing the WHT review file send to Tax team for 2nd level review after getting confirmation from client ready forpayment.
* Send forecasting report to client for both AP & AR file for paymentprocess.
* Making the payment based on the confirmation from forecastfile.
* Managing the payment to different vendor after confirmation form AR Acceptance. and co-ordinate with fiscal & Cash Management team for fund availability in bank. Handling team member with invoice pro- cessing for fixing the target to the team and sending aging report to client’s end of themonth.
* Allocating the invoices based on the collection received bybank.
* .Ensure that there is no misses in the schedule process and Attending onside call with clients on weeklyba- sis and mail follow up with client and other team members.
* Preparing error analysis on weekly basis to show the error trend of thethem.
* Posting the Journal Voucher and updating the payment monitoring file pertaining tointer-company
* Allocate the receipt in AR side after getting the remittance details fromcustomer.
* Monitoring the payment status whether making the payment to correct bank account or accepted bybank with approved valuedate

**CERTIFICATIONS**

* + DIPLOMA IN COMPUTER APPLICATIONS INTALLY
	+ CERTIFICATION IN TALLY – GENESIS HOUSE OFACCOUNTS
	+ TYPE WRITING (LOWERGRADE)

# PERSONAL

## DATEOFBIRTH : 10/05/1992 GENDER :MALE

**LanguageKnown : English, Tamil MaritalStatus :Single**

**Nationality :Indian**

Visa Status : Visiting Visa ( Valid till 14.09.2019)

DECLARATION:

I hereby declare that the above information’s are true to the best of my knowledge and if I get a chance to

serve our organization, I will do my job as the best one and will be truthful and sincere to it.

DATE : YOURSFAITHFULLY,

PLACE:CHENNAI **(ABDULLAH)**