

Shahul

E-Mail ID: [shahul-393953@2freemail.com](mailto:shahul-393953@2freemail.com)

**Objective**

To work in a competitive, inspiring business environment that offers opportunities of contributing towards the overall development of the organization.

**My Abstract**

* A Dynamic Professional with over 13+ years of rich and extensive experience in Finance & Accounting. (General Accounting, Financial Reporting & Analysis, MIS, Reconciliation of Accounts, VAT,Accounts Payable/Accounts Receivable and Income Auditing, Banking Retail Credit Sector)
* Hands on Experience in SAP & ORACLE Modules.
* Built an excellent rapport with the client.

**Educational Qualifications**

# Master of Commerce

**The New College (Affiliated to University of Madras) Chennai, Tamil Nadu, India.**

**Work Experience**

**Designation Tenure**

Associate Finance Controller 31st Oct 2016 to 5th Aug 2019

# Areas of Experience

* Taking care of General Accounting Process.
* Performing month end accounting and reporting activities primarily using SAP, MS Excel and other process specific tools.
* Preparing Journal entries and posting as per client’s specifications.
* Review of adequacy of accruals made for payables and other charges
* Performing Balance Sheet Reconciliation’s and clearing up the open items.
* Preparation of Tax files for VAT monthly return.
* Ensure Inter-company balances differences are properly handled by the Areas and reconciled.
* Approving Bank Reconciliation Statement on a daily basis and posting the reconciling entries.
* Preparation of Variance Analysis (Budget vs Actuals)
* Preparing MIS Reports and assisting the auditors in carrying out Internal and External Audits
* Own and be accountable for true and accurate Financial Statements
* Oversee the process of the activities done during the book close and ensure all activities are properly taken care before closing the books at the month.
* Manage various major stakeholders like Regional CFO/, Area CFO’s, Area Controllers, Regional Controller, Delivery Leads.
* Any other reasonable adhoc requests as may be made from time to time by the Regional Finance controller or Delivery Lead Compliance

# Designation Tenure

Asst. Special Accounts Management Oct-2015 to Till Date Oct-2016 (Short Term Contract)

# Areas of Experience

* Contacting individual or business customer when payment is overdue and asking them to settle their accounts and explaining the terms of the credit.
* Proper follow up of accounts allocated and Fin-one updates.
* Convert potential promises to pay to payment by ensuring that the calls made are assertive.
* Re negotiating repayment plans if people are in financial difficulties and doing deferment or Restructuring as required.
* To achieve the required Resolution & Rollback target of the assigned bucket to minimize loss control.
* Blocking, Releasing, Debit Visa for Customer Accounts.
* Setting up and maintaining customer files processing payment.
* Identification and timely follow up of missing debtor/Skip Cases.
* Using specialize computer databases to check credit records.
* Starting legal proceeding of debt are not paid within agreed time.
* Arranging for goods to be repossessed to cover outstanding debt.
* By initiating credit control actions like suspension/cancellation of card facilities for potential high risk cases.
* Preparing an action plan to handle specific cases in consensus with the Managerin order to resolve difficult case.
* By resolving customer queries and effectively handling customer disputes.

# Designation Tenure

Professional – Finance Mar-2013 to Oct 2014

# Areas of Experience

* Successful Remote Transition of General Accounting Process and Accounts Payable Process from Asian region countries(Singapore, Malaysia, Thailand, Japan, China, Vietnam, Indonesia)
* Preparing Journal entries and posting as per client’s specifications.
* Review of adequacy of accruals made for payables and other charges.
* Performing all regular, month-end and year-end activities (monthly journals, cross charges reporting etc.).
* Preparing of Prepaid Schedules and recording of Prepaid Entries.
* Preparing Balance Sheet account Reconciliations and clearing of open-items and updating the same in Blackline.
* Preparing Bank Reconciliation and updating the same in Blackline.
* Doing Variance Analysis for Accounts schedule by client.
* Reviewing the reconciliation prepared by team members.
* Ensuring that performance service metrics are met and in time.
* Preparing dash board report for various activities and sent to client.
* Responding to queries, resolving issues in the daily business activities
* Seeking advice and escalating issues which are beyond scope of work.
* Regular updating of Desktop Procedures if there are any changes.
* Co-operation with manager & process champions to improve processes & deliver higher quality service.

# Designation Tenure

Executive Accounts Jul-2009 to Aug-2012

# Areas of Experience

* Successful Onsite Transition of General Accounting Process (GL) from UK and Remote Transition from US.
* Taking care of General Accounting Process.
* Hands on Experience in ORACLE-FINANCE Modules pertaining to General Accounting Process.
* Preparing Journal entries and posting as per client’s specifications.
* Performing all regular, month-end and year-end activities (monthly journals, reporting etc.).
* Review of adequacy of accruals made for payables and other charges.
* Preparing Balance Sheet account Reconciliations and clearing of open-items and updating the same in Backline.
* Doing Variance Analysis for Accounts schedule by client.
* Preparation of Standard MIS reports and adhoc reports for Marketing, Finance team etc.
* Ensuring that performance service metrics are met and in time.
* Preparing dash board report for various activities and sent to client.
* Responding to queries, resolving issues in the daily business activities
* Seeking advice and escalating issues which are beyond scope of work.
* Regular updating of Desktop Procedures if there are any changes.

# Designation Tenure

Financial Associate Nov-2007 to Jul-2009

# Areas of Experience

* Taking care of General accounting process.
* Hands on Experience in Main Frame Modules pertaining to General Accounting,.
* SME in the General accounting process.
* Preparing Journal entries and posting as per client’s specifications.
* Performing all regular, month-end and year-end activities (monthly journals, cross charges etc.).
* Review of adequacy of accruals made for payables and other charges and Analysis of variances between forecasting vis-à-vis actual payments
* Balance Sheet account Reconciliations and clearing of open-items.
* Managing and updating GL Master Data and Hierarchy Data’s.
* Reporting as per the schedules of the Client
* Raising invoices to customers to receive money for the goods/services received from client
* Generating payment reminders for customers whose invoices were overdue for payments.
* Ensuring that performance service metrics are met and in time.
* Responding to queries, resolving issues in the daily business activities.
* Seeking advice and escalating issues which are beyond scope of work.
* Regular updating of Desktop Procedures if there are any changes.
* Participating in the continuous improvement programme.
* Other duties as stipulated by the Manager.
* Preparation of SLA Matrix reports for various activities.

# Designation Tenure

Senior Process Associate Jul-2006 to Oct-2007

# Areas of Experience

* Successful Onsite Transition of General Accounting Process (GL) from Norway.
* Taking care of General accounting.
* Hands on Experience in SAP FI\CO Modules pertaining to General Accounting & Customer Invoicing.
* SME in the General accounting process.
* Preparing Journal entries and posting as per client’s specifications.
* In-charge of Inter-company for Nordics region.
* Performing all regular, month-end and year-end activities (monthly journals, cross charges etc.).
* Balance Sheet account Reconciliations and clearing of open-items.
* Reporting as per the schedules of the Client (Line of Business and Essbase Reporting).
* Handling of Fixed Assets Processes (additions, disposals, depreciation).
* Handling Inter-company reconciliations and follow-up with various Inter-companies for resolution of inter- company differences/issues.
* Ensuring that performance service metrics are met and in time.
* Responding to queries, resolving issues in the daily business activities.
* Seeking advice and escalating issues which are beyond scope of work.
* Regular updating of Desktop Procedures if there are any changes.
* Co-operation with supervisors & process champions to improve processes & deliver higher quality service.
* To ensure compliance with business policy, contractual requirements & standard accounting procedures.
* Participating in the continuous improvement programme.
* Other duties as stipulated by the supervisors.

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|  | **Designation** | **Tenure** |
|  | Income Auditor | Sep-2004 to Apr-2006 |

# Areas of Experience

* Verify the night audit report with Fidelio and make final revenue report for the Management.
* Check the outlet checks and officers' checks with F & B sales summery.
* Check the paid outs, miscellaneous, discount vouchers and apartment control sheets with Fidelio.
* Keep the records in proper order for financial controller and external auditor’s verification.
* Updating the register where previous days’scheques will be entered & preparing the bank challans
* Handling the Account Receivable and verify the Account Receivable Vouchers and Previous day’s bill to be checked for the availability of billing letter from the company, Travel agent Voucher, supporting food bills, and the amount of the bill.
* Check the Credit Report & the Credit Invoicing
* Sending reminders to parties & collect the payment on time.
* Making receipts for the payment received from the parties.
* Preparing the sales journal at the end of the month
* Preparing month end inventory for the main store & other outlets & preparing the valuation reports.
* Checking all staff time cards and making the payrolls with the pay slips.
* Preparing Daily Cashier Summary Report and submit to the Management.
* Preparing Incentive’s for Front Office Receptionist’s and preparing Sales Commission for the Sales Executive’s.
* Handling Petty Cash Expense of the Hotel & Preparing Petty Cash Summary Report and submit to the Management.
* Checking the Laundry Bills & Laundry Statement and preparing Guest Laundry Report.

# Organization Designation Tenure

Chartered Accountant Firm. Accounts. Asst. May 2000 to June 2004.

**Technical Skills**

* Good working knowledge in ERP package Oracle, SAP, Finn One,IBM Main Frame.
* Good working knowledge in MS-Office-2010(MS Word, MS Excel & Power Point)
* Good Working Knowledge in Tally 9 Accounting Software
* Typewriting - English Higher Grade

**Personal Details**

* Date of Birth : 3rd Jan,1981
* Gender : Male
* Marital Status : Married
* Nationality : Indian
* Languages Known : English, Hindi, Tamil
* Visa Status : Visit Visa
* Visa Expiry : 06-11-2019