

**M | G**

**S H O E B**

**ACCO U N TA N T**

[Shoeb-395104@2freemail.com](mailto:Shoeb-395104@2freemail.com)

# E D U C A T I O N

Ambitious Finance professional with strong track record of delivering top performance with experience accounting and financial processes like Reconciliation, Accounts Payable and Accounts Receivable.

# W O R K E X P E R I E N C E

# Bachelor

## Veer Bahadur Singh Purvanchal University

2004

* BACHELOR OF COMMERCE from Veer Bahadur Singh Purvanchal University, in the year 2004

# Higher National Diploma

## Bangalore Board

2001

* Diploma Engineering in Computer Science from Bangalore Board in the year 2001.

# Undergraduate

## U.P. BOARD

1998

SECONDARY SCHOOL 10+2 in the year 1998from U.P. Board..

**A C C O U N TA N T**

*Jan 2019 - Present*

* Examining bank statements and reconciling them with general ledger entries
* Examining expenses submitted by employees
* Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
* Creating company financial reports with the above information included

**T E A M L E A D E R**

*Sep 2012 - Aug 2018*

* Keep track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
* Paying employees by verifying expense reports and preparing pay checks.
* Managed over1000 vendor accounts generating weekly check runs.
* Directed work flow of accounts payable staff performing posting to general ledger.
* Maintained positive end rewarding relationships with vendors.
* Responsible for accounts payable month end closing procedures.
* Contributes to team effort by accomplishing related results as needed

**A S S O C I AT E T E A M L E A D E R**

*Feb 2007 - Jul 2011*

**Accounts Payable:**

**S K I L L S**

Time management skills Accounts Payable/Receivable Quick learner

Computer Literate

* + Indexing & processing of invoices.
  + Setting up new vendors.
  + Reconciliation of vendor (supplier) statements.
  + Sending weekly check run file to bank.
  + Running positive pay exception report.
  + Printing on Demand reports.
  + Correcting errors of outsourced group like BVAAP & J Daniel.
  + Resolving vendor queries received in AP Mailbox & vendor line.
  + Utility Bill Payments.

**Accounts Receivable**

English

**L A N G U A G E S**

* Daily cash-balancing.
* Overage & Shortages reconciliation.
* Investigation of missing payment.
* Handling all the month-end activities like uploading FRAMS & Journal entries in people soft.

Hindi