**Gulfjobseeker.com CV No:** **1313778**

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**Objective:**

To be part of an organization which believes in providing opportunity to ascend along with learning & improvising one’s skills to contribute for self & organization’s benefit.

# Career Profile:

**Work Experience :** 6.9 years

**Company : *HP*-** *Hewlett Packard*

**Period of work :** *Aug 2007– May 2014*

**Current Designation**  : *Finance Analyst*

# Career Highlights

* Handled activities related to **Accounts Payable** for more than 5 years – which includes Invoice processing in SAP, Vendor/Customer master maintenance, Credit control- Debit balance recovery, Vendor account reconciliation, Rejected funds reporting, Purchase order tracking, Stock Clearance,

Bank reconciliation and Finalization of accounts

* Team handling experience for more than 4 years - Managing employee performance, provide regular feedback and release yearly ratings and salary hikes. Define roles and responsibilities for the employees, Develop people through coaching and mentoring, monitor performance, recognize and reward people, attendance tracking and payroll administration
* Raising employee requisitions depending on the transitioned process requirement, interview and selection for hiring process
* SAP and Microsoft Excel/Word hands on experience for over 5 years
* Successfully completed **PEOPLE GALLERY PROJECT** for streamlining and standardizing the job descriptions and roles & responsibilities for various levels within the organization for hiring process
* As a lead influenced team’s ability to accomplish goals set by the Customers & Management
* Excellent interpersonal communication and organizational skills with demonstrated abilities in team crisis/customer relationship management
* Certified on Yellow Belt and contributed in Green Belt Projects

# Responsibilities towards Accounts Payables/Receivables:

# Invoice Processing in SAP

* Verify and process all accounts payable documents/invoices as per the purchase order, resolve invoice discrepancies, process credit memos, manage vendor issues, guide vendors on the company standard compliance to be followed,
* Ensure invoice compliance with SLA, TAT, accountancy, tax legal rules and customer accounting standards

**Vendor Master Maintenance**

* Creation & modification of vendor, customer and employee accounts
* Bank master maintenance
* Analyze issues with reference to supplier payment blocks
* Identifying and deletion of in-active vendors every quarter

**Credit control - Debit balance recovery**

* Tracking of vendors in debit balance
* Consistent follow up with the vendors for the refunds

**Daily reports and activities**

* Vendor account statement reconciliation
* Accounts payable reconciliation
* Investigation of rejected funds from the beneficiary bank, resend the payment after the correction

# Responsibilities towards People Management/Human Resource:

* Managing employees performance, provide regular feedback, release yearly ratings, bonus, attendance tracking, payroll administration and salary hikes
* Develop people through coaching and mentoring, monitor performance, recognize and reward people
* Define roles and responsibilities for employees clearly
* Raising employee requisitions depending on the transitioned process requirement, interview and selection for hiring process
* Scheduling operational reviews with the higher management and clients
* Drive business and interface with the clients. Build and maintain effective long-term relationships with key members of the client team. Owns customer operational relationship: develops & nurtures to excellent customer satisfaction
* Owns performance metrics & reporting, escalation management & communication plan within the team
* Conduct exit interviews to identify reasons for employee termination
* Ability to translate customer/internal requirements into relevant solutions
* Identify areas where staff need formal trainings, engage with the training team in addressing the training needs, Identify improvement opportunities in team’s efficiency and productivity

**b) Work Experience :** 2.2 years

**Company : Prime Veneers Ltd**

**Period of work :** *June 2005 – July 2007*

**Designation**  : *Accounting Assistant*

**Resposnsibilities:**

* Managed Invoice payable and receivable functions
* Preparing Bank reconciliation and Finalization of accounts
* Purchase order tracking, Stock Clearance and Credit control
* Monitored and recorded Company expenses
* Ensured compliance with accounting deadlines
* Coordinated monthly payroll functions

**Rewards and Recognitions:**

Awarded Best Production Lead of the Quarter

Awarded Performer of the month– 9 months

Recipient of ‘You make the Difference’ award from the controller ship

**Academic Qualification:**

|  |  |  |
| --- | --- | --- |
| ***Qualification*** | ***Year of Passing*** | ***Board/University*** |
| *Bachelor of Business Management* | 2005 | Bharathiar University |
| *Senior Secondary* | 2002 | CBSE |
| *Secondary* | 2000 | CBSE |

**Extra Co-Curricular activities:**

Member of football and badminton team

Active member of HP fun committee

**Computer Proficiency:**

* Operating system : Windows 95, 98, XP, 7
* Programming Languages : C, C++
* Packages : Microsoft Office (MS Word, Excel, Power point)

**Personal Details**

Languages : English, Hindi, Malayalam, Tamil and Spanish

Date of birth : 25th December 1983

Nationality : Indian

Marital status : Married

Interests : Photography, Football, Cricket and Badminton

Visa Status : Visit Visa – Expiry 11th Oct 2014