#### Master in Commerce with 10 Years Experience in Finance and Accounting

#### 10a.jpgABDUL

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**CAREER OBJECTIVE**

* To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis
* To contribute accumulated knowledge and experience to business
* To find a stable job with promotion prospects and competitive salary

##### KEY SKILLS AND COMPETENCIES

* General Accounting, Auditing, Accounts Payable, Accounts Receivable & Procurement Operations
* Strong understanding of practical Accounting Concepts and experience till Finalisation
* Worked on Accounting Software Tally, SAP FI Production, Oracle FINP Production (11i & R12)
* Transferred & Transformed multiple P2P projects from US & UK to India Shared Service center
* Proficiency in Advanced Excel, PowerPoint, MS Word & Outlook
* Experience in Team Management. Participated in multiple UAT testing activities
* Ability to work independently and under pressure & adhere to tight deadlines
* Strong command on English Language (Verbal and Written)

**PROFESSIONAL EXPERIENCE**

1. Working with **Iron Mountain Services Pvt Ltd** at Bangalore as **Subject Matter Expert- Procure to Pay** in Finance Shared Services (***February 2012 to February 2017)***

***Job Responsibilities:***

**Accounts Payable Department**

* Manage End to End AP process
* Perform daily check run to make the payment to Vendors & Employees
* Research and resolve issues on vendor invoices
* Interact with Procurement Team to resolve PO issues
* Supervise wire transfer payment process & Handle Monthly AP accrual Activities
* Maintain recurring payments in Oracle on a monthly basis subject to approval by the P2P AP Manager. Ensure that all payments are sent on schedule

**Accounts Receivables Department**

* Handle cash & credit card receipts, posting of receipts & Research and apply unallocated cash
* Reconcile customer statements and correct discrepancies
* Bank Reconciliation &Intercompany adjustments
* Research on customers opens credit and refunds
* Reconciling outstanding Payments statement and providing balance information to collection team
* Aging reporting and analysis & Interact with customers to resolve outstanding issues

**Procurement Operations Department**

* Manage day-to-day purchasing request from assigned departments and route for approval
* Collaborate with business owners on specific needs with respect to purchasing process and reporting
* Handle Tactical Sourcing Activities, Internal and External Catalog Administration
* Audit PR/PO’s to assure Company Policy compliance
* Monitor Purchase Orders to assure timely receipting and/or invoice acknowledgement
* Evaluate vendors based on price, quality, availability, reliability
* Conduct training to business units as needed and refresher courses to existing licensees
* Order tracking throughout the process until the equipment is delivered to the end customer
* Closely work with ERP Technical team to resolve operations issues, system enhancement and improvements and UAT Testing.

**Team /People Management**

* Manage 12 team members working in Procure to Pay operations.
* Provide constant feedback to the team and report the same to the Manager
* Prepare feedback tracker, Error tracker & Dashboard
* Participate in performance appraisals
* Leave and out of office Management
* Ensure day to day deliverables are completed accurately and within time
* Ensure adequate cross training and backup for all critical activities
* Provide status updates on all deliverables/team to Manager on daily basis
* Provide inputs on training needs of his team to Manager
* Handle escalations & SPOC for all team's technical queries
* Participate in new employee hiring process and candidate face to face interview

**2.** Worked with **Infosys Ltd** at Bangalore as **Senior Finance Executive** in Corporate Accounting Group (***March 2010 to February 2012)***

***Job Responsibilities:***

* Processing of Invoices and Credit notes
* Maintenance of vendor details in SAP
* Work on Dunning letters from the vendors
* Reimbursement of claims from the Employees according to company policy
* Resolve the issues of employees regarding their claims and reimbursement
* Attending calls and handling Emails from the Vendors, Customers & Internal requestors

**3.** Worked with **Larsen & Toubro Ltd. ECC Division** at Mumbai Region as Commercial Executive in Accounts & Administration Department. **Construction Project:** Expansion of Mumbai International Airport (***December 2007 to August 2008)***

***Job Responsibilities:***

* Manage Accounting & Administration Activities of construction site
* Enter all journal entries into the accounting software
* Record supporting information for all journal entries
* Maintenance of daily accounts and Ledgers & Cash Management
* Making payments to suppliers and Subcontractors
* Bank & Vendor Reconciliation
* Assist in the production of financial statements

**4.** Held position in **P.K.Jayan & Company (Chartered Accountant Firm)** as **Accounts & Audit Assistant** (***August 2005 to December 2007)***

***Job Responsibilities:***

* Maintenance of accounts and Ledgers for clients
* Passing correction Journals in Client’s Accounts
* Audit & Finalisation of client’s Accounts
* Filing of Income Tax and Sales Tax Return on behalf of clients
* Advise the clients on Accounting/Book keeping procedures to fulfill the requirement of Tax authorities, other government regulation and Accounting Standards

##### ACCOMPLISHMENTS

* Transitioned the Procurement Operations activities from Iron Mountain UK & US to Bangalore shared service centre and participated in transitioning the Accounts payable process.
* Transitioned the Accounts Payable process of Infosys Hyderabad Centre to Infosys Bangalore Centre to centralize the vendor payments at Head office
* Annual award winner in 2013 announced by President & CEO for Excellent Job on Teamwork in remote transition of wire transfer process from Iron Mountain-Royersford (United States) to Iron Mountain-Bangalore (India)
* Won “You Rock” award for handling PO issues & Employee reimbursement process in 2012 in Iron Mountain
* “You Rock” award for transition & Supervision of wire transfer process in Iron Mountain
* Spot Award for efficiency in Problem Solving Iron Mountain
* Won Spot Award for high productivity and accuracy (Infosys RAMP)
* Received Star Performer award for excellent work at Infosys
* Certified in T-100 with 85% Score (Test conducted by Infosys on General Accounting)
* Certified in T-101 with 82% Score (Test conducted by Infosys on Accounts Payable)

##### ACADEMIC DETAILS

**Name of Exam Degree Year University / Board**

M.Com (Finance) Post Graduation 2007-2009 Madurai Kamraj University

BBA Graduation 2003-2005 University of Calicut

Plus 2 (Commerce) Pre Graduation 2000-2002 State Education, Kerala

##### PERSONAL INFORMATION

Age & Date of Birth : 32, 04-09-1984

Marital Status : Married

Languages Known : English, Hindi and Malayalam

Nationality : Indian