FRANCIS



**** **francis.381656@2freemail.com**

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|  |  | Profile Summary |  |
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Experienced for a total number of five years in accounts which includes bookkeeping, maintaining day to day accounting entries in Tally (ERP 9) during my last position held as assistant accountant and also experienced in accounts receivables and accounts payable during my tenure in TCS. Also have one year experience in banking process.

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|  |  | Self Prospect |  |
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Self motivated, young individual who is willing to learn, meet challenges and contribute towards the Organization.

I am hardworking, trustworthy and a God fearing person and believe that transparency and dedication is the key to Success.

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|  |  | Work experience |  |
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| June 2016 - | Bookkeeper/ Assistant Accountant. |
| Feb 2018 | Bambolim Beach Resort, Goa |
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| October 2012 - | Process Associate (Accounts Payable/ Receivables). |
| March 2016 | Tata Consulyancy Services (TCS),Mumbai |
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| Sept 2011 - | Customer Service Executive (Payments Investigation Process). |
| Sept 2012 | Intelenet Global Services, Mumbai |
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|  |  |  | Education |  |  |
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| 2011 | Bachlor in Commerce |
|  | St. Xaviers College |
|  | Mumbai University- 60.71% |
| 2008 | High School (HSC) |
|  | Fr. Basilio Andrade Memorial Higher Secondary School |
|  | Goa Board- 68% |
| 2006 | Secondary School (SSC) |
|  | Our Lady Of Salvation School |
|  | Maharashtra Board- 64.26% |
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|  |  |  | Job Description |  |  |
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***Bambolim Beach Resort.***

***Assistant accountant/ Bookkeeper.***

* Controlling the payroll and verified accuracy of GL posting.
* Producing an accurate set of month-end accounts, with comparisons to forecasts and previous periods.
* Preparing profit and loss accounts and the balance sheet for senior management.
* Assisting in preparing budgets and business planning.
* Assisting in Reconciling bank statements.
* Ensuring legislation is followed regarding GST.
* Chasing late payments, reporting bad debts and keeping a careful eye on the cash flow.

***Tata consultancy Services.***

***Process Associate (Accounts Payable And Accounts Receivables)***

* Managing and handling Pay Order (PO) creation and Functional mailbox.
* Handling Material PO and Service PO Creation.
* Providing solutions to user queries and handling escalations.
* Maintain a daily tracker for requisition and PO creation DP’s for tracking

the daily volume of the request.

* Follow-up on pending request related to purchase order and payment and complete the same.
* Follow-up with vendor for PO acknowledgment and timely delivery of the material.
* Co-ordinating with requisitioner for more clarification and get the process clear.
* Auditing, Depositing and accounting of cheques.
* Building customer relations with customer for reducing bad debts and increasing collection of payments.

***Intelenet Global Service, (Project: Barclays Bank)***

***Customer Service Representative***

* Initiating and investigating bank to bank, customer to bank, customer to customer and bank to customer payments.
* Handling queries of different teams and assisting with their queries and payment routing.
* Also handled verifier role for maintaining high accuracy in payments.
* Cross trained in different teams and also provided training to new joiners.
* Recognition - Two RNR awards for top performer.

Skills



Communication



1. Comfortable in interacting.
2. Fluent In English and Hindi.
3. Basics in Marathi and Konkani.

Technical Skills



Operating Systems: Windows (95, 98, XP, Vista, 7, 8, 8.1 and 10)



MS. Office (Word, power point, Excel, outlook)



Image, Music and Video editing and basic computing skills



SAP Version 7.2, ERP, People soft, Tally ERP 9.



Creative



1. Can provide creative and innovative inputs.

Patience and Self-motivated



Hobbies



Dancing



Drawing



Socializing





Swimming





Personal Details



Date of Birth : 20th November 1990

Age : 27 years

Sex : Male

Nationality : Indian

Marital status : Single