**Atheeq**

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**Visa Status:** Visit Visa {Expiring on 21st Sep 2019}

**OBJECTIVES**

* + To provide the organization with the best of my talent and gain knowledge of the managerial skill with which I can help the organization by handling the problems in an efficient manner, and thereby aiding in the growth of the organization and myself.

***Summary :***

* + Overall experience is 6.5 years till Aug’19 in Finance and Accounts domain. Experience in P2P and R2R field. Having a wide level of general responsibility for monitoring and reconciling a company’s accounts.
  + Well versed of Excel Shortcuts, Formulas. MS Office (Excel, Word, Outlook, PowerPoint)
  + Flexible and adept at analyzing and providing solutions in several key areas.
  + Quick learner, Dedicated, Hard & Smart-worker, Multi-Tasker, Innovative and Self-motivated team player/builder.
  + Ability to work independently as well as in a team environment, prioritizes multiple tasks and meet strict deadlines.
  + Exceptional leadership, organizational, oral/written communication, interpersonal, analytical, and problem solving skills.
  + Capable of creating the documents, trackers of the process in a structured manner.
  + Capable to extract data/information from various ERP systems by doing research/investigation.
  + Worked in ERPs like Oracle, SAP with Accounting T-Codes, Tally 9.0, worked in a diversified areas which covers the core of business, finance and accounts, in addition to all computer skills. I am well versed with Accounting software and analytical applications also.
  + Able to understand the different functions of the engagement tools and client ERP systems.
  + Worked on process improvements.

**Achievements**

* + Received Xtra Mile Reward for the month of Apr’2019 from Capgemini.
  + Received Good ratings (Performance Appraisal) from Capgemini from 2016 to 2019.
  + Awarded with certificate as a top auditor performer of the month for continuously 7 months - received 7 awards from Sep-2016 to Mar-2017 from Capgemini.
  + Received highest appreciation emails in the Engagement from team members, team leader, manager and also from the client from Capgemini.
  + Received Outstanding Contribution in Delivery Reward for the period 01st Jan to 31st Mar, 2017 from Capgemini.
  + Received Star/Rising Star Reward for the period 01st Jan to 30th Apr, 2017 from Capgemini.
  + Received Summit Award for better performance in the year 2013 from Accenture.
  + Got top rating that is CSAPG for performing well in the Accenture and moved to next level in fast track.
  + Received enormous appreciation mails from Client / Team Leader / Manager from Accenture and Jashanmal National Company.
  + Participated in different events during school & college days and got 1st, 2nd and 3rd place.
  + Awarded with best project of the batch in BBM.

**Certificates will be provided on request**

**Computer skills**

***ERP :***

* + Oracle
  + SAP
  + Tally 9.0
  + Citrix
  + VDI

***Tools :***

* + BPOpen
  + Ariba (ePRO)
  + BOS
  + ADI
  + TARSC
  + Lawson

***Operating systems :***

* + Installations of OS and application software’s.
  + Windows 7, Vista, XP

***Applications :***

* + MS Office (Excel, Word, Outlook, PowerPoint) Photoshop, Adobe PageMaker, Inpage, Nudi

***Others :***

* + Senior typing : 70+ wpm (English, Urdu and Kannada)
  + DTP
  + DCA
  + Internet fundamentals

**professional experience**

**III. Bangalore, india Apr 2016 – Aug 2019**

* **Job profile**:
* **Role – 2** : Process Lead – B1

***Roles and Responsibilities :*** As a Process Lead I performed the below tasks :

* ***Reporting :***
* Providing **SLA Reports** to the management as on request.
* **Work allocation** : Allocating the work items/invoices to the team members.
* Responsible for reviewing/monitoring the **TAT invoices**.
* Maintenance of day to day **Journal entries and Maintaining Petty Cash Book** (Miscellaneous Expenses).
* Preparation of **Bank Reconciliation Statement**.
* Preparing invoices for **VAT, TDS and Service Tax,** generating relating forms and reports.
* Cross verifying the **Profit & Loss A/c & Balance Sheet** along with schedules.
* Performed end-to-end accounts payable activities – **Invoice review, 3 way match and posting journals in system Task application**.
* Preparing **MIS reports**.
* Preparing and providing the **accuracy reports** on weekly, monthly, quarterly and yearly basis to the management.
* **Reconciling the invoices** and finding issues such as waiting for approval, terminated invoices, aging issues (Old dated invoices).
* Checking all the **invoices externally rejected** by client, working and providing the details to the management.
* Maintaining the **training plan tracker** of the team and arranging the **classroom** and **online trainings** for the team members.
* Checking and updating all the **Trackers** such as Electronic vendor list, Utility vendor list, APSS roster, AP Library and Legal entity list.
* Handling and solving all the **Local IT/GSD issues** of the team.
* Maintaining the **internal and external rejection trackers**.
* Working and justifying on the **indexers and auditors disagreed work items**.
* Responsible for submitting the **volume status report.**
* Maintaining the **attendance tracker** and **shift timings tracker** of all the team members and providing the updated tracker to the management.
* Maintaining the **team members/employee details** in the employee database tracker.
* ***Other activities :***
* Conducting **huddles and meetings**.
* Communicating the **process updates** to the team members orally and also via emails.
* **Training/Cross training** to team members.
* Arranging the **inductions**, **training room** and **rooms for meetings**.
* Ensure all the **Desk Documentations** are upto date.
* Solving inter-comp emails such as Corp invoices email, APHelpdesk emails.
* Communicating **vendors, clients and solving the internal and external process issues**.
* **Identifying** and **solving** the team members issues related to Transport, Process and IT system related.
* As a **birthday spoc** : Maintaining the birthday details/records, collection of amount, updation of birthday tracker, arranging birthday celebrations.
* Regularly and when necessity; on behalf of team leads and team manager taking care of team members (Acting team leader).
* **Role - 1**: Senior Associate – O3

***Roles and Responsibilities :***As a Senior Associate I performed the below activities :

* ***Auditing and Reporting :***
* ***Auditing:*** Verifying the PO, Non-PO invoices, validating the details and approving.
* Generating **auditors and indexers report** on daily/monthly/or as and when is required and providing the report to the management.
* Consolidation and updation of rejected/denied work items in the internal rejection tracker.
* Pulling **aging report**, finding aged invoices (Old dated, terminated, denied and composing status).

**II. Dubai, UAE June 2014 –Dec 2015**

* **Job profile**:

**‘Finance and Accounts Department’**

* **Role** : Accounts Assistant

***Roles and Responsibilities :***

* Preparation of **report (cost sheet)** for every shipment received regularly/weekly/monthly basis.
* Follow up with vendor to get the **statements**.
* **Updating the stocks** in the system.
* **Processing of vendor invoices** on regular basis.
* Analysis, review and calculating the **actual expenses** incurred for the each Wholesale and Retail brand products of purchases.
* Checking and validating the **PO & Non-PO invoices**.
* Handling all the activities of **Insurance and claims**.
* Posting entries of **Chief Cashier Reports** (CCR).
* Preparing **petty cash and settling the payments** to the small vendors.
* Vendor **master data maintenance**.
* Posting **Debit notes** in the system.
* Sending payment **remittances** to vendors for each payment run.
* **Interacting with other team members** to resolve any issues relating to payments.
* Query with Region/Supplier/Other departments for clarifications on **disputed invoices**.
* Provided **Training** to new joiners.
* Update **documentation**.
* Monitoring the **open items in the system** on a monthly basis and send the statement to the respective team members for further action/clarifications.
* Monitoring the **batch files and ensuring payment** are made within time.
* Ensure that **confidentiality and integrity** of information related to all transactions are always maintained and that payment processing is carried out with utmost care, attention and accuracy.
* Reviewing the peer team member’s work, providing suggestions where ever needy and ensuring that the payments are processed.
* **Training team members** on cross process and intercompany to create a back-ups within the team.
* Meeting the targets and make sure that there are no **SLA failures** in the process.
* Monitoring the open items on a monthly basis and send the statement to the respective team members for further action/clarifications.
* Reported directly to the General Manager on the Finance activities.

**I. bangalore, india** **Aug 2012 – Apr 2014**

* **Job profile**:

**Department – 1 : ‘Accounts Payable’ (Aug 2012 to Oct 2013)**

* **Role** : Process Associate**– UK Client**

***Roles and Responsibilities :***

* Performed as a critical resource in the Accounts Payable – **Reconciliation**.
* Follow-up with vendor to get the **statement** on daily/monthly basis.
* Handling **queries** and resolving the queries on time.
* Reconcile the statement to check & validate client’s revenue as per the terms with vendor.
* Ensuring the **payments** to vendors are made as per agreed terms.
* Ensuring the correct **House Bank, Bank details, Payment method** are updated.
* Always ensured that the **remittances** are sent to vendors for each payment run.
* Ensuring that there are no **internal/external SLA** failures in the process.
* Ensuring that assignments allocated are in compliance with the parameters of quality check.
* Communicating with **clients** as required, co-ordinate between the suppliers and the individuals at team and department level.
* Assist with the training of new team members.

**Department – 2 : ‘General Accounting’ – Taxation Team (Oct 2013 – April 2014)**

* **Role** : Process Associate (Tax Analyst)**– Canadian Client**

***Roles and Responsibilities :***

* + Preparation of **monthly reconciliation reports** such as commodity tax, corporate tax and environment tax & dealing with queries.
  + Assisting with the preparation of **HST/GST/VAT/QST Returns** for the HBC across the Canadian region.
  + As a Tax Analyst I always ensured to **calculate, remit and preparing of Environmental remittances and reporting it online**.
  + Reviewing, calculating and submitting of **VAT returns** to Tax authorities on a timely manner.
  + Prepare **Normalization Profit and Loss**.
  + Reconciling vendors in **Credit/Debit Balances**.
  + Reconciling the **month end closing reports**.
  + Posting journals in **ADI & system** to complete account reconciliations.
  + Downloading **GL backups** from the system.
  + Preparation of **MIS reports** and doing end-to-end operations for the clients as per the process requirements.
  + Handling **queries** and resolving the queries on time.
  + Training to **new joiners and team members** on cross process and intercompany to create back-ups within the team.
  + Regularly updating the **process trackers**& rigorously review and validate the monthly process trackers by auditing the data updated by team members.
  + Coordinating with team members, management, vendors, clients and other third parties for day today activities if require.
  + Complete the General Ledger monthly check lists and ensuring that all listed tasks have been effectively carried out.
* Ensure all the Desk Documentations are upto date.

**academic profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **College/School** | **University/Board** | **Percentage**  **(%)** | **Year of passing** |
| MBA (Finance & HR) | Administrative Management College, Bangalore. | Bangalore University | 71 – IV Sem  69 – III Sem  66 – II Sem  62 – I Sem | 2012 |
| BBM | Adarsha College of Management & Science, Kolar. | Bangalore University | 65 | 2010 |
| P.U.C | Al-Ameen Dr.M.A.K PU & Degree College, Kolar. | Department of  Pre-University Education, Karnataka | 60 | 2007 |

**Project Title**

* + ***MBA :*** “Analysis of ‘Non-Performing Assets’ at State Bank of India, Kolar Branch”.
  + ***BBM :*** “Analysis of employee satisfaction level on ‘Training’ in personnel and administration department” with specific reference to overhaul division Hindustan Aeronautics Limited (HAL) at Bangalore.

**Strengths**

* + I always believe in continuous learning and improvement in my skills, which has helped me in learning the tasks effectively.
  + Capable of applying creative skills.
  + Honesty, Dedication, Hardworking and Team Champion.
  + Well at working effectively as member of a team.

**PERSONAL dossier**

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| --- | --- | --- |
|  |  |  |
| **Date of Birth** | **:** | 10th Jan 1989 |
| **Nationality** | **:** | Indian |
| **Languages Known** | **:** | English, Kannada, Urdu, Hindi and Arabic. |

**REFERENCE WILL be PROVIDED ON REQUEST**

***Assertion :***

I certify that the above information is true. I would be glad to provide any other information required by you. Thank you for your kind attention and walking through my resume.

Place: DUBAI **ATheeq**