**Abid**

**Emai**l: [abid-395508@gulfjobseeker.com](mailto:abid-395508@gulfjobseeker.com)

**Professional Synopsis:**

A dynamic professional with nearly **5 years’** work experience in **Accounts Payable** profile and

looking for a position where ican utilize my technical skills, experience and willingness to learn in

making an organization successful. Looking forward for challenging and growth-oriented opportunity

and want to strengthen the overall organizational performance.

**Key Skills**

|  |  |
| --- | --- |
| * + Accounts Payable Processes   + MS Excel & Outlook.   + 5-yearExperience in ERP-SAP   + Taxation (GST,TDS,VAT&Custom Act) | * MIS Reporting * Journal Entries & General Ledger * Process Improvement |

**Professional Experience:**

24April’2018 to till date

Title: -**Accountant**

* Processing PO,Non-PO& Importbased invoices with high accuracy.
* Handling Vendor’s Payment Process on weeklybasis**.**
* Handling Vendor Reconciliation on Monthly basis**.**
* Doing the Bank Reconciliation & Accounting Entries on weekly basis.
* Handling G.R / I.R Closing Activities and Recurring ExpensesSchedule on Monthly basis.
* Preparing the MIS Report of Vendor and Employee Reimbursement .
* Making Gate Entry, GR/IR& Fund Requirement Report and Present to Management.
* Managing vendor queries; relating toinvoices& payment and try to resolve issues.
* Effectively involved in Audit activities (Assets,Stock Internal& External Audit)
* Practical knowledge of GST , TDS & Custom Act of India.

Professional Experience:

March’2015 to April 2018

Title: -**Finance & Account Associate.**

* Responsible for processing invoices with high accuracy rate.
* Handle Vendor’s Payment 2times in Month
* Responsible for creation“Purchase Order “in SAP.
* HandlingVendor Reconciliation on weeklybasis**.**
* Managing vendor queries; relating to AP invoices and try to resolve their issues as soon as possible.
* Effectively involved in end-to-end Month & Year-end closing activities.
* Coordinating with Audit Team.
* Preparing the MIS Report of Invoices processing and payments done to the vendors.

**Professional Experience:**

June’2014 to Dec’15

Title: - **Accounts Executive**

* Processed invoices in SAP.

* HandleOut of system and In-system invoice volume.
* Validating invoice against approved PO & GRN, 2way & 3way matching
* Responsible for Vendor Creation &Vendor Management.
* Maintain petty cash report on daily basis
* Handlevendor Reconciliation
* Actively involved in Month end Closing Activities

**Academia:**

* **MBA,** Finance Regularfrom **Jamia HamdardUniversity**New Delhi India in **2014**.
* **Bachelor of Commerce**(B.Com) from Rohilkhand University, UPin **2012.**
* **Intermediate (commerce)** From UP Board in **2008.**
* **High School (science**)from UP Board **2005.**

#### Beyond Academics:

* Wonvolleyball Tournament at college level.
* Awarded “Star Performer Award” for outstanding performance lasting contribution in AP

**Strengths:**

**Strengths**

* Good leadership and Team Spirit and work well under pressure and able to meet tight deadlines.
* Ability to maintain the combination with colleague and to make sound business decisions.

**al *Dossier***

**Personal *Dossier*:**

|  |  |
| --- | --- |
| Date of Birth | 15th June 1990 |
| Marital Status | Single |
| Nationality | Indian |
| Language Known | English, Hindi, |
| Passport | Yes, I have Passport |

I hereby declare that the information given above is true to the best of my knowledge.

Date:

Place: …………. **(ABID)**