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|  | **Personal Profile**  A Self-motivate accounts assistant professional with recent experience of working in a challenging and dynamic business environment, looking to obtain a responsible and challenging position with a progressive company where my work experience will have valuable application and utilization of my opportunity for advancement.  **Employment**  **Financial Analyst with American Express India Pvt. Ltd-(Accounts Payable) from 11 Dec 2018 to Present**     * Creation of purchase requisitions/ enter purchase orders with expense coding details. * Resolve payment related issues with vendors. * Matching PO, Non-PO, & Advance Payment invoices in Oracle. * Responsible for making sure that no duplicate payment is going to vendors (PDR) * Record journal entries and create intercompany invoices. * Financial reporting which helps to make the decision making, Tax Liability report. * Sending query for disputed payments and resolving it end to end. * Handling the escalations & queries raises by different suppliers regarding the status of payments. * Maintaining and reconciling the daily tracker of completed review and hold payments. * Prepare regular reports on SLAs for invoices. * Prepare monthly accrual reports along   **Finance Associate with Sapient Consulting Pvt. Ltd.-Accounts Payable (Procure to Pay) From Jan 2017 to 9th May 2018**   * Managing Purchase order requisition, accruals and vendor communication. (P2P Cycle) * Responsible for making sure that no duplicate payment is going to vendors (PDR) * Responsible for reviewing or auditing of invoices for global payments. * Sending query for disputed payments and resolving it end to end. * Handling the escalations & queries raises by different suppliers regarding the status of payments. * Maintaining and reconciling the daily tracker of completed review and hold payments. * Put Purchase order requisitions in oracle financial system after verifying the contract papers for rates. * Review and verify invoices after matching with PO. * Reconcile accounts payable transactions * Prepare analysis of accounts * Age wise report (Details of Outstanding Invoice wise) * Monitor accounts to ensure payments are up to date. * Maintains spreadsheets; assists in compiling data for various financial reports.   **Accounts Payable & Receivable-Probus Insurance Broker Ltd. from Jan 2016 to Dec 2016**   * Designation: Accounts Payable & Receivable * Job Responsibility:- * Cash and bank reconciliation in tally ERP Tool * Vendor Invoice Check, Verification Manually. * Vendor Invoice Updating in Tally ERP. * Vendor Payment and reconciliation. * Vendor Payment Process. * Payout and Payin Reconciliation. * Reconciliation of TDS 26AS. * Prepare Daily & Monthly MIS Report   Reference available upon request. |
| **ROHIT KUMAR**  **Accounts Assistant**  New Delhi kumarrohit3136@gmail.com  9654363515  **IT Skills**   * Oracle ERP * SAP ERP * Busy ERP * Tally ERP * Microsoft PowerPoint * Microsoft Word * Microsoft Excel * Microsoft Outlook   **Education**  2016-2018   * MBA Finance from BhartiyaVidyapeeth Pune University.   2013-2015   * Completed B.com from Delhi University.   2014   * Certified Industrial Accountant from Institute of computer accountants (ICA).   2012   * Senior Secondary school examinations from C.B.S.E.   **Other interests**  I enjoy reading textbooks, listening to an audio book, following world business and financial news. I enjoy going to GYM. Playing Table Tennis and cricket. |