|  |  |
| --- | --- |
|  | **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.com9654363515**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. |