

SENIOR EXECUTIVE - FINANCE

Profile

To be part of an Esteemed Organization, that gives immense opportunities for growth and innovation thereby rendering satisfaction to self and to the employer by way of performance. Should see myself in a responsible position with massive work efficiency, which will increase the image of the organization. Aim for effective growth to strengthen the work location and work group in order to have maximum progress. Have a wonderful 6.5 years experience with corporate environment Sharp analytical ability and quick grasping capabilities Working as per given timelines for month end and year end activities Ability to understand the core issues and identifying the weak areas with a view to improve upon the same Have excellent organizational and management skills Effective communication skills

Skill Highlights

- ERP Packages SAP ECC 6.0
- Tally, ERP9
- Operating System: Windows 95/ 98/ 2000/ NT/ XP
- Office Tools :MS Word, MS Excel, MS Power Point
- Office 2000/2002/XP/2003

Accomplishments

- Being a part of Accounts Payable team, streamlined the procedure and process of Custom duty, Air/Ocean Freight and clearing charges payments
- Developed format for On Due and Overdue payments list, which is required for on time payments to creditors.
- Awarded for resolving the overdue issues of major suppliers and making their account in current.
- Constant appreciations from CFO and GM for ensuring prompt payments by clearing all the outstanding payment issues.
- Appreciation from the functional head for assisting them in resolving the issues of the critical suppliers and ensuring prompt payments.
- Developed payment tracker for on time vendor payments to Foreign and Local vendors
- Developed GL guidelines and circulated to regional offices
- Developed Manual BRS format to simplify month end close activities
- Mass Upload JV to simplify month end close activities.

Experience

Senior Executive - Finance 08/2008 to 09/2015

Company Name

- Resolving payment issues and ensures timely payment to the vendors (Including Local and foreign vendors)
- Assisting all regional accountants for AP/GL/GR/IR related issues
- Posting of all the admin related invoices like Rent, Electricity and Office Maintenance with cost centre allocation
- Posting of import related invoices with Pan India business area
- Acting as a single point of contact for related party payments and reconciliations
- Working on GR/IR report and following up with the procurement and commercial team for non-receipt of invoice copies and resolving PO issues
- General Ledger guidelines to be create and review on quarterly basis
- Updating Forex rates in SAP based on RBI Website
- GRIR Analysis and GRIR reporting and Clearing excess GRIR
- To prepare for A1 for outward remittances with Invoice ,Original BOE, BL with all the supporting and submit to bank for making payment
- Booking of customs duty, EDD and freight clearing invoices thru MIRO and normal booking
- Booking of all the purchase related and statutory related invoices Sundry Creditors ageing analysis and submit the report to functional head
- Posting of special GL entries like Down payment, Employee advance and Imprest Supplier advances ,down payment reconciliation and submit the report to functional head
- Preparing Bank reconciliation statements
- To account all petty cash expenses on daily basis and Prepare monthly petty cash statement for top up
- Processing final settlement payments to resigned employees
- Co-ordination and support to internal and external auditors for audit requirements

Accounts Executive 07/2005 to 07/2008

Company Name

- Handling Petty cash on daily basis
- Preparation of journal vouchers and commission statement
- General ledger Reconciliation
- Sundry debtors and creditors Analysis
- Preparation Bank reconciliation statement on month wise
- Inter Branch reconciliations
- Monitoring branch Accounts
- Maintain Fixed Asset register
- Making vendor payments Preparation of all kinds of MIS Reports
- Internal audit to branches

- Cash flow and fund flow preparation
- Making Journal entries TDS, Service Tax, ESI & P F.
- Monthly Book close activities
- Receipts Vs Payment Analysis

Education

M.B.A : Finance Manonmaniam Sundaranar University Finance

Bachelor of Commerce

Master of Business Administration

B.com Kamaraj College of Arts and science affiliated to Manonmaniam Sundaranar University

Languages

English, Tamil, Arabic (Read & Write)

Personal Information

Age and Date of Birth : 35 Years - 24.05.1980 *Marital Status : Married

Additional Information

- Personal Profile *Age and Date of Birth : 35 Years - 24.05.1980 *Marital Status : Married
- Nationality : Indian Passport Number : L9870873 Declaration The above furnished information is true and correct to the best of my knowledge and belief. Place: Yours Faithfully Date: S.Mohamed Mohideen

Skills

Accounts receivables, Accounts Payable, AP, Arabic, Bank reconciliation, Book, Cash flow, English, ERP, ERP 9, Finance, Fixed Asset register, Forex, functional, General Ledger, GL, HR, Internal audit, logistics, MS Excel, Office, Office 2000, MS Power Point, 2000, Windows 95, 98, NT, MS Word, MIS, month end close, Operating System, payables, Procurement, Express, Read, reporting, Sales, SAP, Tax, TDS, Website, wise