**Vaibhav Sharma**

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**Professional Profile**

* **MBA (Finance)** professional with adequate knowledge in Finance, Payable & Receivable Accounts, Provision & Accruals, Payments, Maintaining MIS, Financial Planning & Analysis, Market Research, Credit Risk Analysis, Ratio Analysis, Relationship Management.
* **Currently Working with British Council as a Sr. Executive.**
* Sound knowledge of existing as well as emerging industry practices and financial tools.
* In-depth knowledge of Microsoft Word, Excel and Power Point, Access.
* Leading, training & monitoring the Finance to ensure efficiency in financial operations. Possess good administrations skills.
* Excellent communicator with strong negotiation skills having leadership qualities & analytical power.
* Strive to keep self-updated on the prevalent economic / business / industry trends in Indian markets and Foreign Markets.

**Management Skills:**

* Excellent analytical Skills.
* Skilled in Problem Solving
* Persuasive Communicator (verbal & written) and a good Negotiator
* Establishing and maintaining positive business relationships across organizational hierarchies and on a global Scenario.
* Good Presentation skills

**PROFESSIONAL SYNOPSIS**

* Pursuing distance MBA(Finance) from Sikkim Manipal University
* B.Com from Delhi University.
* More than 4 years of experience in Corporate Finance, Account Payable and Accounts Receivable with big brand such as BCMS(British Council Management Services).
* **Excellent Knowledge of P2P & O2C** - Proficient in running successful process operations & experience of implementing procedures, service standards for business excellence.
* **Process Trainer** - Train new hires and provide assistance to team members within process to resolve critical issues.

### EMPLOYEMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Company** | **Duration** | **Designation** |
| British Council Management Services | March 2011 till Present | Senior Executive - Finance Accounting |
| Quattro Business Solution | Oct’2009 TO Aug’2010 | Customer Care Executive |
| Ienergizer (Granada Services Pvt Ltd) | Feb’2008 to Sep’2009 | Customer Care Executive |
| Moksha Business Solution Pvt Ltd | Aug’2007 to Jan’2008 | Customer Care Executive |

### TECHNOLOGY SUMMARY

* Sound Knowledge of ERP’s: - SAP, CRM, Microsoft office, tally 9.2

### QUALIFICATION

* Pursuing M.B.A from SMU
* B. Com from Delhi University
* Intermediate (XIIth) from C.B.S.E Board, Delhi
* Matriculation (Xth) from C.B.S.E Board, Delhi

### ORGANISATIONAL EXPERIENCE

**British Council Management Services: - Mar’11 – Present**

**Designation: - Sr. Executive**

**Roles & Responsibilities:**

**My Role: -AP Department (Accounts Payable)**

* Vendor payment as per terms settled in PO.
* Processing the invoices of vendors.
* Reconciliation of Employee and Vendors Accounts, (Advance Recoverable etc)
* Participation in auditing part (Internal & External)
* Participating in process of making and improvements for related work.
* Help to the user departments regarding my work.
* Handling Quality process.
* Preparing payment run on weekly basis.
* Preparing reconciliation of Payable GLs.
* Handling the payment of vendors.
* Handling the Payable teams Queries.
* Preparation of lease payment on monthly basis.
* Preparation of journals on monthly basis
* Do Audit check on every month end closing.
* No to say attitude enabled in gaining additional tasks along with the daily deliverables.
* Provide trainings to fresher’s to work efficiently.
* SAP (FICO) proficient user.

**Career Highlights:**

* **Got Promoted as Sr. Executive** w.e.f. 1st Apr 2014
* Accounts Payable Trainer/Mentor
* Gone through 7 habits Training , which enhanced our quality of life and work life balance

**Quattro Business Solution: -** **Oct’2009 TO Aug’2010**

**Designation: - Customer care Executive**

* Inbound Process of Total Business Solution and Preparing MIS report.

**Ienergizer (Granada Services Pvt Ltd): - Feb’2008 to Sep’2009**

**Designation: - Customer care Executive**

* Making outgoing calls to conduct the market intelligence survey

**Moksha Business Solution Pvt Ltd.:- Aug’2007 to Jan’2008**

**Designation: - Customer care Executive**

* Making outgoing calls for secured loan and re-mortgage

### Strengths

* Flexible
* Passion & ability to learn more & more.
* Strong perseverance with disciplined work technique
* An effective Team player with leadership skills.
* Great commitment backed by result oriented approach.
* A positive attitude towards challenges.

### PERSONAL DETAILS

**Date of Birth**: 24/11/1988

**Address:** C-498, 1st Floor, Vikas Puri, Delhi – 110018.

**Marital Status:** Single

Gendre: Male

Pan: GVBHN1236K

Passport: V1236456

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**Declaration:** I hereby affirm that the information furnished above is true and correct to my belief.

**Date:**

**Place: Delhi Signature**

**(Vaibhav Sharma)**