

## **Khurshid Itoo**

***M.com with 6.11 Years Accounts Payable Experience***

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***Mail Id: ikhurshid253@gmail.com***

***Present Address: Jammu and Kashmir***

## **Career Objective:**

***Seeking a position in an organization which offers me an opportunity of growth, success Career development besides enriching my skills.***

## **Education Background**

***B.COM from Kashmir University in 2010***

## **Experience:**

***Currently with Nielsen india Pvt Ltd since 19 Jan 2022 till date with below responsibilities.***

- ❖ Handle the Invoice booking Process & Invoice Verification for all Vendors for customers.
- ❖ Vendor & employee reconciliation on monthly basis, Monthly review of Vendor & Employee Ageing report, seeking balance confirmations annually.
- ❖ Quarterly & Monthly Review of all GL reconciliations and all Balance sheets accounts Reconciliations related to AP and for Statutory Compliance.
- ❖ Monthly review of Open vendor & employee advances and follow-up with concerned team members / departments
- ❖ Preparation of vendor and Customer payment reports on weekly basis. Making the bank upload file and making the payment on time
- ❖ Ensure payments are released to all the vendors/employees as per the payment cycle.
- ❖ Preparation of Withholding tax report and making the Tax payment to regional Govt.
- ❖ Supported in UAT Testing of Ariba and its implementation in Team
- ❖ Supported in two transitions Of 35 clients from AME-EE Team.

**1.6 year exp in Price Waterhouse Coopers Pvt Ltd w.e.f. 8<sup>th</sup> July 2019 to 15th Jan 2021 with the following responsibilities:**

- ❖ Review and process invoices along with providing the resolutions for the invoices and releasing the invoices for Payments Processing of travel and expense claims, payments
- ❖ Making the payment proposals and payments to stakeholders
- ❖ Resolve all queries and requests coming via e-mails / Tickets within the agreed SLA
- ❖ Review and validate basic essentials of valid invoice like supplier details, PO, bank account, invoice, invoice date etc.
- ❖ Maintain a tracker of the exceptions and ensure Invoices / queries are handled taking based on the exception tracker
- ❖ Preparation of creditors' ageing Report
- ❖ Preparation of Purchase Register for taking input in GST
- ❖ Checking variance
- ❖ Provisioning of expenses at month end for profit estimation.
- ❖ Maintain exception logs for process related exception as and when they occur for knowledge retention
- ❖ Independently perform transactional tasks which support the compliance, planning and execution of assigned processes.
- ❖ Follow up with requisitions (via calls/ mails or tickets ) to solve hold invoice as per the AP guideline
- ❖ Adhere the internal compliance policy and guideline established by the management on their daily operational activities
- ❖ Processing and posting of T&E expense
- ❖

**1.9 year Experience in Accounts Payable Wipro Ltd. from 19 Jan 2017 to 26 Sep 2018 with below responsibilities**

- ❖ Develop and deliver client-specific operational training; monitor ongoing adherence to SOPs to ensure high quality
- ❖ Experience in Handling Direct Billing and Payments.
- ❖ Actively listens to all stakeholder/ team members to understand their perspective and ensure continuous understanding regardless of communication channel
- ❖ Ensures processing documentation is accurate and complete; receives/verifies updates resulting from change orders.
- ❖ Check the validity and accuracy of all invoices their appropriate allocation and timely payments.
- ❖ Communicate with the concerned stakeholders for any clarification and to answer creditor's queries relating to invoices/ bills

- ❖ Check the accuracy of all invoices & their allocation & ensure creditors are paid promptly as per the SLAs.
- ❖ Maintain all expenses occurred during the month in the month & prepared the month end reports as well.
- ❖ Adhere to client SLA's (Service Level Agreements) and timelines
- ❖ *Preparing reconciliation reports.*

***Previous Experience: 1.3 yr experience in Accounts Payable with Accenture Services Pvt Ltd from 3<sup>d</sup> Aug 2015 to Nov 20 2016 with the following responsibilities***

- ❖ Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- ❖ Reconciling processed work by verifying entries and comparing system reports to balances.
- ❖ Maintaining historical records.
- ❖ Ensure that invoices are processed quickly and efficiently and working with Accounts payable/Finance to resolve any queries as required to ensure that the Credit Rating for business is not impacted by late payment of invoices.
- ❖ Identify the duplicate records for the Vendor Master Maintenance Invoice receipt, verification and processing accurately.
- ❖ Prioritize processing of urgent/ageing invoices.
- ❖ Recording/Processing and posting of Invoices both Purchase Order Based and Non-Purchase Order Based (Un-supported Invoices),
- ❖ Co-ordination with various stakeholders, obtaining coding, approval and resolving issues around blocked invoices. Ensuring payment and expense entries are posted in accounting software on a timely basis
- ❖ Processing of travel and expense claims, payments, duplicate payment resolution and recovery and verify and run payment proposals
- ❖ Processing and posting of all vendor Invoices both PO & Non PO the SAP.
- ❖ Adhere to client SLA's (Service Level Agreements) and timelines
- ❖ *Making reconciliation reports like vendor reconciliation*

## Personal Traits:

- ❖ Ability to work in a team as well as individually.
- ❖ Positive thinking and hard working.
- ❖ Enthusiastic, hard-working & eager to learn things.
- ❖ Reliable and trustworthy person.
- ❖ Possess leadership qualities.
- ❖ Excellent communication & inter-personal skills.

## IT SKILLS

- ❖ MS Word, MS Power Point, MS Excel, Outlook, , SAP FICO, SAP HANA , Workbench, SAP Ariba, Blackline

## Personal Details:

- ❖ Father's Name :- Ab. Khaliq Itoo
- ❖ Date of Birth :- 28/03/1988
- ❖ Address :- Larkipora Anantnag  
*Kashmir J & k 192211*

## Deceleration:

*I do hereby declare that the above-mentioned information is true and correct the best of my knowledge.*

*Khurshid itoo*