

# RESUME

## ABHIJIT NAIR

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### **OBJECTIVE:** -

To grow Professionally by learning from the Organization and giving my best. And to attain a position in a growth-oriented company where I can use my strong organizational and technical skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the Organization.

### **EXPERIENCE:** -

#### ➤ **F5 Web Solutions: - Sept'20 till Date.**

- Working in F5 Web Solutions as Senior Accountant from Sept'20 till Date.
- Working as Sr. Accounts Executive for USA Client.
- Keeping track of all Creditors Payments including - Purchase Orders, Invoices, Statements, etc.
- Preparing and Recording Invoices as well as performing complex operational/technical Accounts Payable and Analysis Reporting.
- Vendor Reconciliation and Creditors Reconciliation.
- 2-Way Matching and 3-Way Matching.
- Recording Loan Details, Credit Card & Bank Statements in Google Sheets.
- Categorizing and Reconciling Credit Card & Bank Statements in Quick Books.
- Recording Intercompany Loans in Rent Manager for Transfers and Deposits.
- Downloading Invoices from Quick Books and Recording the same in Rent Manager.

#### **Apart from my BAU work**

- Supporting and Guiding Newly Appointed Candidates and Train them how to work on the Process.
- Co-ordinating with our Client regarding the Process.

#### ➤ **Capita: - Nov'19 till May'20**

- Worked in Capita as Bank Reconciliation Executive from Nov'19 till May'20.
- Worked in Banking Reconciliation System for UK Client.
- Posting Journal Entries and Working on the Book of Accounts.
- Updating Process Manual on a regular basis.
- Checking Reports for errors prior to circulation.
- Identifying Training and Development needs.
- Generating Month End Report.

➤ **Sugal and Damani Utility Services Pvt Ltd: - May'18 till July'19**

- Worked in Payworld Process as an Accounts Executive from May'18 till July'19.
- Where I used to Coordinate with Payworld Retailers, Distributors as well as Customers regarding their Payments.
- Invoicing & Accounts Handling.
- Monthly Purchase Price Comparison Report in Excel.
- Generate Financial Report.
- Update Accounting Records with new payments, balances, customer information etc.
- I used to solve their queries, requests and complaints through calls, emails and chats.
- Payworld is a Telecom Industry.

➤ **CRB Tech Solutions Pvt Ltd: - Dec'17 till May'18**

- Worked in CRB Tech Solutions Pvt. Ltd. as an Accounts Receivable and Collections Executive from Dec'17 till May'18.
- Maintaining the Billing System.
- Maintaining Accounts Receivable Files and Records.
- Generating Invoices as per revenue sharing ratio and Account Statements.
- Producing Monthly Financial and Management Reports.
- Manage collection activities on delinquent Accounts.
- Process bad debt write offs as needed.
- Process Accounts and Incoming Payments in compliance with financial policies and procedures.

➤ **Vital Link Outsourcing Pvt Ltd: - Dec'14 till Dec'17**

- Worked in Vital Link Outsourcing Pvt Ltd as a Senior Executive in Back Office and as a Team Leader for 1.5 years from Dec'14 till Dec'17.
- Worked in FedEx Courier Process for USA Client. Where we used to type all the Information of the Customer.
- Gathering and Processing Research Data.
- Organizing Staff Meetings and Updating Calendars.
- Assisting and Supporting Management.

➤ **Digicall Private Limited: - Oct'13 till Oct'14**

- Worked in Digicall Private Limited as Customer Care Executive from Oct'13 till Oct'14.
- Worked in Videocon D2H Process. Where we used to receive calls from Videocon D2H Customer across India.
- We used to handle queries regarding Billing, Recharge, New D2H installation, Address change and book an engineer for any equipment damage.
- We also used to provide basic troubleshooting to the customer facing issues regarding D2H channels.

## Technical Skills –

- SAP FICO CONSULTANT
  - SAP Finance and Controlling Module (FICO)
  - Experienced SAP FICO Consultant with Hands-On Expertise in Implementing and Optimizing SAP Financials and Controlling Solutions.
  - Configuration and Customization of General Ledger (GL), Accounts Payable (AP), Accounts Receivable (AR), Asset Accounting (AA), Financial Accounting Global Settings, Cash Journal and Controlling Modules.
  - SAP FICO integration with other SAP modules like MM, SD.
  - Configuring and Managing SAP Bank Accounting.
  - Proficient in defining and maintaining Chart of Accounts and Down Payment.
  - SAP Tax Configuration for Accurate Tax Calculations and Reporting.
  
- Tally ERP 9
- Quick Books
- Rent Manager
- Yardi Voyager
- App Rent Software
- Asana Software
- Google Sheets
- Google Docs
- Microsoft Office
- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
  
- EDITING PROFICIENCY
- HTML
- Adobe Photoshop
- Final Cut Pro
- Adobe Premiere Pro
  - Video/Audio Synchronizing, Chroma Key, Color Grading, Audio Leveling, Video Exporting.

## QUALIFICATIONS: -

Sr. No	Exam Name	Exam of Board / Sem	Exam of Passing Year
1.	S.S.C	NIOS – Delhi Board	2008
2.	H.S.C	NIOS – Delhi Board	2010
3.	B.Com	Swami Vivekanand University (SVN)	2019

## LANGUAGES KNOWN: -

- English, Hindi, Malayalam, Marathi, Tamil, Telugu.

### **PERSONAL DETAILS: -**

- Date of Birth : - 09<sup>th</sup> Aug 1990.
- Status : - Unmarried.
- Gender : - Male.
- Nationality : - Indian.
- Address : - Bijilee Nagar Hsg Soc, Opp Suyash Shruti, Kalepadal, Hadapsar, Pune - 411028.
- Hobbies : - Editing, Listening to Music.

### **DECLARATION: -**

I hereby declare that information furnished above is true to the best of my knowledge.

Date: -

Place: Pune

Yours Sincerely.

**(ABHIJIT NAIR)**