

RESUME

GOURAV BHASIN

Present Address:

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CAREER OBJECTIVE

To be part of middle level management and make constant endeavor to contribute towards the growth of the organisation.

EMPLOYMENT & EXPERIENCE

Organisation	: Wipro Digital Operations and Platforms, Pune, India
Position	: Assistant Manager
Reporting to	: Manager
Period	: 02 June 2021 to 20 April 2023

JOB PROFILE

- Process PO and Non PO invoices.
- Validate key fields from scanned documents.
- Review all invoices for appropriate documentation and approval prior to payment.
- Process invoices according to payment terms and due date.
- Resolve Purchase Order, Invoice or Payment discrepancies.
- Ensure the GRN and IR reconciliations are matched.
- Ensure there is no Invoice overdue.
- Processing the scheduled Payment Runs as per the payment checklist.
- Process critical payment request on time.
- Using Concur tool for processing of Travel and expense claims, check, verify and make payments.
- Review and approve all employee expenses while ensuring expenses comply with policies.
- Check the Vendor form was accurately filled.
- Collecting the documentation from the Vendor containing all the information needed for the Vendor to be implemented in the system.
- Vendor master creation, changes and verification.
- Reconcile vendor statements, research and correct discrepancies.

- Ensure all new corporate card applications are handled timely on a daily basis.
 - Review and process corporate card transaction files.
 - Respond to all queries within the agreed SLA from internal clients and vendors.
 - Reporting activities per the deadline aligned with the respective stake holders.
 - Guide and coordinate the new team members on addressing exceptional cases.
 - Manage attendance, attrition and shrinkage.
 - End to end responsible for smooth Operational deliverables.
 - Managing a team of 12 members.
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Organisation	: Al Jaber Iron & Steel Foundry LLC, Abu Dhabi, (U.A.E)
Position	: Inventory Controller
Reporting to	: Plant & Commercial Manager
Period	: 01 st October 2016 to 31 st August 2020

JOB PROFILE

- **Oracle J.D.Edwards Enterprise One ERP:** Worked in ERP system.
 - Receives incoming materials, supplies and equipment.
 - Inspects material for damages and defects.
 - Ensure that goods inward / stock control department is well organized and controlled sufficiently.
 - Evaluate supplier's offers and negotiate profitable deals.
 - Generates count sheets in the ERP system and conducts cycle and physical counts.
 - Ensure materials are ready and available for production as and when required.
 - Prepare purchase requisition.
 - Preparation of Delivery Order and Invoices.
 - Prepare and send invoices to customers.
 - Receive and record invoices and arrange payment.
 - Collection of cash and cheques for payment against delivery.
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Organisation	: Al Jaber Shipping Agency & Marine Works LLC, Abu Dhabi, (U.A.E)
Position	: Accountant
Reporting to	: Finance Controller
Period	: 28 th October 2006 to 30 th September 2016

JOB PROFILE

- **Oracle J.D.Edwards Enterprise One ERP:** Worked in ERP system.

Accounts Receivable

- Maintaining up-to-date billing system.
- Follow up, collection and allocation of payments.
- Carry out billing, collection and reporting activities according to specific deadlines.
- Reconciliation of accounts.
- Monitoring customer account details for non payments, delayed payments and other irregularities.
- Maintain accounts receivable customer files.
- Preparing Debit Note & Credit Note.
- Follow established procedures for processing receipts, cash etc.
- Preparing bank deposit slip.
- Investigating and resolve customer queries.
- Processing adjustments.
- Organizing a recovery system and initiate collection efforts.
- Communicating with customers via phone, email, mail or personally.

Accounts Payable

- Reviewing invoices and cheques requests.
- Sorting and matching invoices and cheques requests.
- Setting invoices for payment.
- Processing cheques requests.
- Preparing and process accounts payable cheques, advance payment and bank transfers.
- Preparing petty cash voucher.
- Reconciliation of payments.
- Preparing analysis of accounts.
- Controlling incoming invoices, credit/debit notes (AP invoice) for cargo and non-cargo from external counterparty are compliant with contractual terms.
- Matching payable purchase orders to invoices in respective systems associated to the corresponding transaction.
- Issuing payment order whenever invoice ready to be paid as per contract terms or internal instructions from relevant department.
- Monitoring accounts to ensure payments are up to date.
- Resolving invoice discrepancies.
- Vendors file maintenance.
- Corresponding with vendors and respond to inquiries.
- Producing monthly reports.
- Month end closing.

Payroll

- Preparing time-sheet, leave, sickness and overtime reports.
- Calculation and payment of leave settlement and end of service money.
- Updating and maintaining payroll records.
- Process leaves applications and ticket entitlement of employees.

- Data verification and entry to ensure accurate and timely monthly processing of remuneration payments to employees.
- Maintain the integrity and confidentiality of employee's files and update changes to any employee compensation details or employee records.
- Recording employee information such as exemptions, transfers and resignations in order to maintain and update payroll records.

Inventory

- Inventory Management – Managing / Organizing periodical Physical Stock Count Inventory and report to Management.
- Reconciliation of Inventory on a month end basis.
- Period end closing after clearing integrity issue.
- Making cycle count sheet before taking physical stock count.
- Inventory Adjustment with cost change / without cost change.
- Inventory transactions – Issues (II) / Transfers (IT).
- Assisting the Inventory Controller, in providing Inventory issues day-to-day information.

General Ledger

- Preparing journal entries.
 - General ledger operations.
 - Monthly closings.
 - Account/bank reconciliations.
 - Preparation and coordination of the audit process.
 - Coordinating and maintaining internal financial controls and procedures.
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Organisation

: **Jupiter Wagons Limited
Jabalpur (M.P), India**

**Position
Reporting to
Period**

: **Stenographer / Account Assistant**
: Manager - Accounts
: 01st March 2005 to 14th October 2006

JOB PROFILE

- Process vendor invoices and bills for payment.
- Verifies items billed against items ordered and received and reconciles differences through follow up with the vendor or other employees.
- Process employee expense claims.
- Prepare customer invoices.
- Posting daily receipts and verifying bank deposits.
- Inventories office supplies and equipment, prepare and submit orders for purchase.
- Scrutiny of Documents.

EDUCATIONAL QUALIFICATION

Degree in Bachelor of Commerce from “Rani Durgavati Vishwavidyalaya University” (2001-2004).

COMPUTER PROFICIENCY

Well versed in Oracle ERP, M.S. Dos, M.S.-Office (Word, Excel and Power Point), MS Access & Internet.

ADDITIONAL QUALIFICATION

English Shorthand Speed @ 80 w.p.m & English Typing @ 40 w.p.m.

PERSONAL DETAILS

Date of Birth	: 27 th September 1982
Marital Status	: Unmarried
Nationality	: Indian
Languages	: English, Hindi & Punjabi

In view of the above statement, if I am given a chance I assure you that I shall do my best to prove myself worthy of the job.