

Harish Jangid

Date of birth: 19/5/1991 | **Nationality:** Indian | **Phone number:** (+91) 9619905686 (Mobile) | **Email address:**

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Summary

Analytical and result driven Accounting Professional with 9+ years of experience in Finance.

A dependable team player with a well-developed relationship within the organization.

WORK EXPERIENCE

8/11/2021 – CURRENT Thane, India

Team lead POLYONE POLYMER INDIA PVT LTD

Handling a 14-person team and redirect duties among team members

Plan overall team capacity.

Regular update to Sr. Manager on overall resources and process management.

Prepared of work Instruction & SOP for Invoice processing.

Prepared/Reviewed the various reports related to AP & Procurement process published to management.

Perform transactional activities of operational procurement (PR to PO, Vendor master data)

Coordinate with vendors for deliveries & queries related to PO s created.

Manage reporting's and Dashboards with reference to Spend Analysis and KPIs.

Leading monthly Performances Calls with Business.

Operational compliance on all regulatory, internal/external guidelines and support on audit activities

Processing of Invoices for APAC, NORAM & Europe region.

Ensured the deliverables are provided within the TAT.

Processing of employee claims in Concur.

1/6/2021 – 1/11/2021 Thane, India

SR. ACCOUNTANT QUATRRO BUSINESS SUPPORT SOLUTIONS PRIVATE LIMITED

Accounting of US based invoices.

Vendor reconciliation.

Processing of invoices through EDI (Electronic Data Information)

Quality check of processed invoices

2/8/2018 – 28/5/2021 MUMBAI, India

SR. ACCOUNTANT NY CINEMAS LLP

Making of Operational & Projects Purchase Order

Accounting of tax invoices for NY Cinemas

Working & payment of TDS

Compilation, Computation & submission of reply to the notices received from Directorate general of antiprofiteering & National anti-profiteering authority (Indirect Tax)

Making & Accounting of Tax invoices for organization

Coordination with Tax consultant & Bankers

Reviewing daily MIS of sites and verifying the same with system reports
Prepared monthly P & L of sites
Preparation of daily collection report
Check petty cash status and provision for the month
Location visits for audit and work process
Preparing ledgers and rate card in showbizz
Distributors Invoice verification with Agreements and DCR
Paytm reports & reconciliation on monthly basis
Checking & accounting the VPF and Ad Revenue Share on monthly basis

19/5/2014 – 1/8/2018 THANE, India

SR. PROCESS ASSOCIATE CLARIANT INDIA LTD

Processing and auditing entries of PO and Non-PO payables on SAP which includes material, services, Employee reimbursement,
To solve and work on any query / issue raised by invoice processor.
Ensure the invoices are forwarded to the authorized person for approval by the processor
Processing one-time payments and Advance based on approval
To run weekly open advances payment reports
To run weekly blocked report
To run open GR/IR report on quarterly basis
Providing various report to client as per there request
Participation in month end activities like providing accruals of FI invoices and open advances Vendor reconciliation based on client's request
Posting of AR receipts
Pre-integration functional system testing in development server of SAP Ensuring
100% data is accounted and necessary approvals taken.
Coordination with other teams for monthly closure, Service entries, MIGO etc.

EDUCATION AND TRAINING

4/2014 MUMBAI, India

BACHELOR OF COMMERCE (ACCOUNTING AND FINANCE)

Thakur College of Science & Commerce (Mumbai University)

Website <https://mu.ac.in/>

LANGUAGE SKILLS

Mother tongue(s): **HINDI**

Other language(s): English & German (A2)

DIGITAL SKILLS

SAP-FI | Coupa | CONCUR | Tally ERP 9. | Microsoft Office package: Microsoft Word, Excel, PowerPoint | Visio