

## PERSONAL SUMMERY

---

Experienced account's professional, having more than 5 years of robust and diversified experience in accounting domain across businesses. Skilled in SAP, Tally ERP 9, Financial / Management Accounting, Team handling, Advance Excel, Analytical Skills, Dashboards and Data Analysis

## SKILLS

---

- SAP FICO.
- In-depth Accounting knowledge.
- Methodical approach and problem-solving skills.
- Process Automations and Improvement.
- Business Acumen and interest.
- MS Office, VBA Macro in Excel.
- Tally.ERP 9.
- Certified VMD practitioner.
- Team/Peoples Management and Project Handling.
- Strong Analytical ability.

## WORK HISTORY

---

### Accenture Solutions Private Limited

**Mumbai**

*Designation: Transaction Processing Team Lead.*

*September 2017 Till Date.*

- Supervising Procure to Pay (Accounts Payable) invoice processing operations, for US based leading fast fashion retail MNC.
- Managing two process Freight and Service channel a team of 5, for AP invoice processing and Vendor help desk, and report to the AP Manager.
- Month end Review of all Opex and Capex GL's and cost centers (Cost allocations) analysis.
- Performing Monthly Complex Accruals Calculations for multiple GL's, and preparing and posting accrual JE's.
- Preparing and posting month end Re-class JE's, handling Books closure and other month end tasks.
- Mentoring the team and encouraging them to come-up with process improvement ideas in their daily work to achieve process excellence and ensure high productivity and cost benefit to the organization.
- Maintaining KPI's and analyzing of SLA matrices of the process. And regular communication with the stakeholders.
- Responsible for full Cycle of Invoices processing of Freight and Service channel Vendors, including processing in SAP, Reconciliation of Vendor Statement and handling of vendor Queries.
- Collaborate and communicate with Logistics, Maintenance, Merch A/P, General A/P Departments and US/Canada Vendors, in order to resolve any discrepancies related to accounts.
- Ensuring all SLAs (Timeliness and Quality) agreed with the Clients are achieved beyond expectations.
- Handling client escalations and performing Root cause analysis (RCA) for any error, to avoid repetition in future, and improve team's efficiency and quality.

### Enrich Advisors Private Limited

**Mumbai**

*Designation: Accountant cum Research analysis.*

*October 2016 June 2017.*

- Reporting directly to companies' MD/CEO.
- Solely handling companies Accounts, including Bookkeeping and maintaining company's financial records.
- Finalization of the books of accounts (*Balance Sheet and Profit and Loss Statement*) with CA.
- TDS calculation and return filling.
- Assisting for Company's Statutory Audit.
- Preparing cheques and getting it signed by MD, for Settlement of accounts as per term of their credit.
- Inter alia my responsibilities also include researching concerned companies, particularly in terms of their financials with investment perspective.,
- Analyzing prospective companies books of accounts, profit and loss sheets and cash flow information
- Writing financial research summaries & Making informed recommendations.

**International Foods and Consumable Goods Co.****Bahra, KSA***Designation: Accountant.**November 2014 to March 2016.*

- System entry of Purchase invoices, by verifying Purchase Order against the Invoices, and Material receipt notes from the related authority.
- Printing checks of the vendors.
- System entry of finished goods Transfer Note duly acknowledged by the receiving authority.
- Maintaining inventory data in system of finished goods, Packing Materials, Raw Materials, etc.
- Mediator/Co-ordinator between Sales team, Production Department, Warehouse and Purchase department.
- Getting the inventory checked physically by storekeeper every month to correct any discrepancy in Physical and system Stock
- Assisting the auditor for statutory and stock audits.
- Intermittently, duties include processing invoices, making reconciliation statement of bank.

**C.A. Anthony Rajshakher & Co.****Ratnagiri, MH, IN***Designation: Account/Audit Assistant.**January 2013 to October 2014.*

- Preparing and maintaining books of Accounts of various clients in Tally ERP 9.
- Preparing statement of total income for computation of tax liability of individuals, partnership firms, salaried personals, Companies, etc.
- Calculating of Service Tax Liability of various clients like hotels, renting of equipment, constrictions, etc.
- Preparing & e-filing of Income Tax Returns, Service Tax Returns and Vat Returns of VariousAssesses.
- Income Tax Audits, Vat Audit and Company Audits of various Assesses.

**Achievements**

---

- Certified in Vendor Master Data management *(FOXTROT Certified Practitioner)*.
- Process improvement through automation resulting into cost saving of the deal.
- Star of the business recognition for valuable contribution to business.
- Successfully Migration and stabilization of Freight AP process from Manila to Mumbai through Remote Knowledge Transfer, over Skype Calls.
- Successfully setup of proper reporting system between the production unit and warehouse for precise data entry of inventory records. (Example, BIN Card, FTN, etc.).

**EDUCATIONAL BACKGROUND**

---

- Bachelor's Degree in commerce from University of Mumbai, with first Class
- Courses in MS Office
- Courses in Tally ERP 9.

**PERSONAL DETAILS**

---

- ❖ Passport No: K6294296
- ❖ Expiry of passport: 19/10/2022
- ❖ DOB: 12/10/1991
- ❖ Gender: Male

- ❖ Language Proficiency: English, Hindi, Marathi & Arabic's (beginner)
- ❖ Hobbies: Cooking, listening to music.
- ❖ Permanent Add: At post, taluka lanja, Mujawarwadi, Ratnagiri – 416701, MH, IN

**Declaration:** I hereby declare that all the information given above is true to the best of my knowledge and belief.

**DATE:**  
**PLACE:**

**AHMED K. MAPARI**

