

Tarun Jain

Pune | Contact: +91-94248-97308 | Email ID: tarun2303@gmail.com

CAREER OBJECTIVE

Keen to seek a position in the realm of corporate where I will have the opportunity to be actively involved in the growth and success of your esteemed organization.

PROFILE SUMMARY

A competent professional with over **6 years** of rich experience as an **Accounts Payable Executive** committed to accuracy and adapt at both established procedures and industry-current tracking methods while adhering to generally accepted accounting practices. Capable of handling complex disbursement functions in a timely efficient manner. Ability to successfully complete multiple disbursement and payroll-related tasks

Core Qualifications

- Proficient in MS Office Suite and QuickBooks
- Invoice and expense report preparation
- Accurate journal and ledger entries
- ERP/EDI systems, SAP Fieldglass, NETSUITE, ORACLE, INTACT, CONCUR, NEXONIA
- Spreadsheet preparation
- Corporate bookkeeping
- Staff training and supervision
- Detail-oriented
- Punctual with solid work attendance records

EDUCATION

Professional Qualification:

- **MBA (Finance with Marketing)**, from CH Institute of Management, DAVV Indore with 64.26%.

Academic Qualification:

- **B. Com** from Govt. Arts and Commerce College, DAVV Indore in 2010 with 57.77%.
- Higher Secondary (Commerce) from C.B.S.E. Board in 2007 with 65.40%.
- High School from MP Board in 2005 with 64.40%.

Certificate Courses:

- Tally
- DCA
- Microsoft Office (MS Word, MS Excel, MS Power point)

WORK EXPERIENCE

Aptino Inc

6-May-2019 to till

Designation: Management Account Executive

Location: Pune

Project Description:

Aptino Inc - It's a Recruitment & information Technology Services company working for overseas clients providing them with an integrated solution for their HR, finance. Aptino is having operations in India, US, UK.

Responsibilities Includes:

AP/GL/Reconciliation/JE

- Replying to client's queries related to invoices, reconciliation and other matters.
- The entire EME end to end Source to Pay (S2P) process and ability to perform effective problem solving of Accounts Payable (AP) issues for various processes & teams
- The Vendor Aged Invoices are followed up with and cleared to ensure timely payments of Vendor Invoices
- Follow up on the Web cycle Invoices and clarify doubts for Business Users and Shared Services Team
- Clear the Direct Debit Payments received in Bank Accounts
- Vendor reconciliations and ensure that Vendor Accounts are maintained up to date
- Manage the Rejected Payments and P2P Support Mailboxes and address Process Issues and Queries
- Problem Solving capabilities in resolving issues and providing Solutions for AP processes
- Assist clients with difficulties navigated the Client Portal such as, uploading/downloading information via the client portal, resetting user password.
- Setup New Clients and tasks into the Firm database and systems.
- Maintain and update client database ensuring accurate of client information.
- Organize, scan and upload source documents into the document management system.
- Assisting Team Members handling their payables.
- Always ensure to the payment of invoices & expenses on time.
- Process the payment according to the due date and value date according to countries.
- Making MIS Report on the month end of all the clients and reported to Manager.
- Working in Accounting Software **QuickBooks** & **SAP** for various clients.

Payments

- Processing Payment of invoices and expenses and payroll.
- Specific countries are handling UK and US.
- Checking the bank balances before the processing the payment in client bank account.
- Bank reconciliation statement.

Payroll

- Prepare payroll of all the clients.
- Checking the details of new joiners and leavers captured correctly.
- Prepare and check the payroll information and release for affiliates before the due date.
- Preparation of payment confirmations mails for employees.
- Replying of day to day emails receiving from client and employees.

Radius Global Growth Management Solution (India) Pvt. Ltd 7-April-2014 to 3-May-2019

Designation: Management Account Associate

Location: Indore

Project Description:

Radius Global Growth - It's a Consultant company working for overseas clients providing them with an integrated solution for their HR, finance, tax and legal needs. Radius is having operations in more than 50 countries and has branches in India, China, Singapore, UK, Japan and Brazil. Radius Global Growth Management Solutions, an outsource KPO provides the facilities of Invoices, Expense, payroll and compliance facilities to the clients and finalization of their books of Accounts.

Responsibilities Includes:

AP Process (Invoices & Expenses)

- Replying to client's queries related to invoices, reconciliation and other matters.
- Assisting Team Members handling their payables.
- Vendor Reconciliation and reply to the client or the Vendor as required.
- Always ensure to the payment of invoices & expenses on time.
- Process the payment according to the due date and value date according to countries.
- Prepare VAT Reconciliation according to client's financial year on a quarterly basis.
- Taking care of timely filling of Tax Return such as Vat, Withholding Tax, and TDS etc.
- Making MIS Report on the month end of all the clients and reported to Assistant Manager.

- Working in Accounting Software **Sun System (Infor FMS)** for various clients.
- Working in Accounting Software **Net Suite** & Intacct for Client.
- Preparation of ITBP (Items to be paid) on time.
- Preparation of Invoice Accrual, Vacation Accrual & Expenses Accrual.
- Prepares prepayment schedules and their reversal on monthly basis.
- Ageing of Account Payable as per client set specification.
- Ensuring completeness of supporting documents
- Check for completeness & accuracy of invoices.
- Posting provisional entries of regular invoices for management accounts.
- Set off intercompany entries.
- Australia, Japan, UK and New Zealand specific knowledge of processing expenses and invoices.

Payments

- Processing Payment of invoices and expenses and payroll.
- Specific countries are handling Australia, Japan, UK and New Zealand.
- Best knowledge of processing time and will be credited to a vendor account.
- Checking the bank balances before the processing the payment in client bank account.
- Bank reconciliation statement.

Payroll

- Prepare payroll of all the clients and updated variable figures on HR Net & OSC.
- Checking the details of new joiners and leavers captured correctly on OSC & HR Net.
- Prepare and check the payroll information and release for affiliates before the due date.
- Preparation of payment confirmations mails for employees.
- Ensure to timely payment of payroll and payroll related taxes.
- Replying of day to day emails receiving from client and employees.

Capital Paramount Indore

1-Aug-2013 to 31-Mar-2014

Designation : Account Assistant and Business Analyst

Location : Indore

Project Description:

Capital paramount - It's a Consultant company working for overseas clients providing them with an integrated solution for their HR, finance and legal needs and also provides recommendations for securities traded in cash and F&O segments of NSE, currency FOREX market. Capital paramount which is specially designed as per client requirement. Our entire research team believes in Quality. We believe in carrying out extensive research for forecasting.

Responsibilities Includes:

Accounting

- All types of accounting entries in Tally.
- Bank reconciliation for daily purpose.
- Ledger Scrutiny, Debtors/Creditors Reconciliation, party payment and handling petty cash
- Debtors/Creditors ageing, debit & credit note
- Monthly provision entries/projections and budget preparation
- Complete preparation of vouchers with supporting, authorizations.
- Feeding of data from tally to excel to redesign balance sheet.
- Entries of the intercompany transaction.
- Adjustment entries.

PROFESSIONAL TRAININGS

- **SBI Mutual Fund:** 6 wks training basically involved understanding the organization and process of SIP.
- **SNR SECURITIES (ANGEL BROKING):** 6 Month training basically involved the understanding of financial instruments.

AWARDS / ACHIEVEMENTS

- Appreciation received from the client for identifying duplicate invoices bearing new reference number used by the vendor for same services.
- I have rewarded for saving client money around GBP 16,000.00 by analyzing approved twice payment to the vendor
- Through my analytical skills, I have stopped double payment to employees via his expenses claim as well as claimed through the vendor's invoice.
- To get reclaiming VAT amount I requested to issue revised invoice from the vendor.

PERSONAL DETAILS

Date of Birth : 23 March 1988
Father's Name : Mr. Deepchand Jain
Marital Status : Married
Interests : Listening to music, playing handball, watching movies.

DECLARATION

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

Place: Pune

Tarun Jain