

Professional Experience

Account Executive

Osource global private limited , Navi Mumbai , Maharashtra | July 2024 - September 2025

- 1) Procure to Pay cycle being follow.
- 2) PO invoice verification with GRN/SRN.
- 3) Non PO invoice park & post in SAP FI.
- 4) PO invoice Park & Post in SAP FI.
- 5) Vendors ledgers balance cheking for payment processing in SAP FI.
- 6) Employee reimbursement payment processing in Excel spreadsheet.



Arbaz Shaikh

Account Executive

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Account Executive

M M Quazi & Company , Aurangabad (chhatrapati sambhaji nagar), Maharashtra | February 2021 - June 2024

- 1) Communicating with clients and vendors through phone calls or email.
- 2) Handling day-to-day accounting.
- 3) Bank Statement Entries.
- 4) Reconciliation of Debtors & Creditors.
- 5) GST Return Filling & preparing GSTR1, GSTR3B working spreadsheet.
- 6) all financial transactions related to company accounts receivable and accounts payable.
- 7) PTRC & PTEC return filling.
- 8) Management of petty cash transactions.
- 9) Follow up Debtors & Creditors and entries of receipt & payment.

The Accounts Payable process in SAP ensures accurate vendor management, proper invoice verification, and timely payments. The use of park and post functions helps maintain control, accuracy, and audit readiness, while commission payments are managed within the same framework for consistency.

Key Skills



1) Communication with customer and vendors



2) Time management



3) Good decision making



4) Maintaine client relationship



5) Goal oriented working

Account Assistant (Internship)

AP Godha & Co., Aurangabad (Chhatrapati sambhaji nagar), Maharashtra | November 2018 - June 2019

- 1) Bank Statement entries
- 2) Purchase, Sale, payment, receipt entries.
- 3) passing all Journal entries in Tally Erp 09
- 4) Handling day to day accounting

Education

B. Com in Commerce

Maulana Azad college , Aurangabad Maharashtra | June 2015 - May 2018

HSC in Commerce

SCC

Burhani National high school , Aurangabad Maharashtra | June 2012 - May 2013

Languages



Hindi



Marathi



English

Interests

- 1) Listening music.
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Software



Tally ERP 09



SAP FI