# **CURRICULUM VITAE**

**Mr. Arif Shaikh**  Email id : arifshaikh.1641@rediffmail.com

Mobile No : 9870483267

**CAREER OBJECTIVE:**

“To work in an Organization with highest level of competence and keep growing as a Professional and as a Person”

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| **EDUCATIONAL QUALIFICATION:** | | | | |
| SR. NO. | DEGREE | YEAR OF PASSING | UNIVERSITY/ BOARD | **CLASS** |
| 1 | MBA | 2017 | Welingkar Institute | First |
| 2 | B.COM | 2014 | Mumbai University | First |
| 3 | H.S.C | 2011 | Maharashtra State Board | Second |
| 4 | S.S.C | 2009 | Maharashtra State Board | Second |

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| **COMPUTER RELATED SKILLS:** |
| * SAP (Fi/Co) * Advance Excel * MS-CIT (90%) * English Typing with speed of 40 W.P.M |

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| **WORK EXPIERENCE:** | |
| **ORGANISATION NAME :** Mettler Toledo Pvt Ltd [GBSI].  **DURATION :** 15th Sep 2015 to Till date.  **Current Job Responsibilities :**   * Invoice Processing in SAP [PO-NPO] * PO Invoices * NPO Invoices * Accruals, Netting, GL & Cost center coding * Intercompany invoice & Freight invoice posting * Handling issues with purchasing team * SAP T-codes   **\*Vendor Reconciliation**   * Sending follow up emails for invoice copy’s and outstanding accounting statement. * Providing reasons for unpaid invoices. * Allocation of mails and invoices among the team members. * Make sure about payment due dates. * Communicated with vendors. * Monitored payment status of accounts. * Provided general support to the Accounting Department at month end. * Manage vendor issues. * Maintain updated vendor files. * Negotiate payment terms with vendors.   **Previous Work Experience**  **Worked as a Executive**  **PROCESS NAME :** Barclays (FAC)  **ORGANISATION NAME :** Serco Global Services  **DURATION :** 15th August 2014 to 14th September 2015.  **Job Responsibilities :**   * Handling Emails * Accounts of customers * EDI, Tech lead, Reports |

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| **PERSONAL DETAILS:** |
| **Name :** Arif Shaikh  **Contact Address** : Room no. 1, Hanuman Cly, Golibar rd,Khar (E).  **Birth date :** 28th July 1993  **Nationality :** Indian  **Phone no. :** 9870483267  **Languages known :** English, Hindi, Marathi |

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| **HOBBIES:** |
| * Box Cricket * Carrom * Learning new things |

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| **DECLARATION:** |

I hereby declare that all the information is mentioned as above is true to the best of my knowledge.

**PLACE: MUMBAI**

**DATE:**

***Yours faithfully,***

**(*Arif Shaikh)***