

Name : Rajab Wali Mohammed



Personal Details

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Fathers name : Mohammed kasim

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Career Objective

Looking for the full time opportunity in an organisation where I can develop my skills and make the organisation and myself beneficiary.

Responsibilities TCS

➤ Mumbai Corporate Finance Responsibility

- Managed overseas Accounts Receivables and Payables function(Thailand, Philippines,) from Mumbai
- Invoice Processing and Payments
- Entering Bank Receipt and Project Revenue Receipt
- Analysing GL and Preparing the Schedules
- Posting the Necessary Journal Entries in GL
- Cross Currency entries
- Buy back of Shares entries
- Exchange Gain and Loss entries
- Provisions
- Intercompany Transfer Transaction entries
- Petty cash Expenses
- Handling Audit Queries

➤ **Chennai Branch finance Responsibility**

- Completed TCS Certification in IFRS
- Issue invoices to customers and Projects team
- Posting the Receipt entries in GL
- Accruals of Receipt and Payment
- Analysing the AR and AP GL on monthly Basis and complete the Reconciliation
- Preparation of KPI and submitting it to Corporate office
- Meeting with Customers for Collection for more than 60 days Old invoices
- Forex (employees settlement and Fund providing for Travel)
- Fixed Asset Capitalizing
- Monthly closure of Books
- Answering to Auditor Queries
- Dealing with The Queries of Corporate Finance team and Branch users
- Creating of Bad Debts
- Interbank Receipt entries
- Creation of Branch Transfer invoices
- Matching the Trial Balance with the Bank Receipts
- Providing the Reconciliation data to Team for Unrecorded Receipts
- Statutory Payment
- Approving of more than 3000 Expense Request in a month.
- Payment follow up with vendor and AP team.
- Dealing with Treasury for Payments and statutory compliance
- MIS reporting for Ageing of Receipt and Payments

GE Global Operation Activities

AR Analyst

- AR Analysing for Intercompany Receipts
- GL Analysing for AR entries for other than intercompany Transaction
- Preparing a Report of Total Receipts
- Reconciliation with GL and Receipt Record

- Following up with counter parties to pass the necessary Receipts
- Instructions given to entry team for any unrecorded entries

Skills

Software Skills	oracle financial application(accounts payable and accounts receivable) Microsoft Excel Tally ERP 9 Typing
Management Experience	Handling AP Team currently
Business Development	Can suggest the best ideas for the development of business once involving in the field of work and after studying it.

Achievements & Awards

Achieved a star performer award twice and gave a many I2excel for Project development

Obtained 98% in Accounts (12th STD)

Achieved 92% in Financial Accounting In Graduation.

Education & Learning

Qualification	Subject	Percentage/Grade
Bachelor of commerce (Mumbai university)	Accounts(90%)	I Class
12th STD(Maharashtra board)	Accounts(98%)	74%
10 th STD(Tamil Nadu board)		70%
MBA Part time	Finance	Pursuing (vels university)

Languages

English, Hindi and Tamil

Competency

Competency	Proficiency	Category	SubCategory
Process : Occupational Health and Safety (OHSAS 18001)		Health, Safety and Environment	Occupational Health and Safety champion for TCS
National service scheme(MUMBAI UNIVERSITY)		Social service AS General seceretary in college	Working for society and nation

TCS (TATA CONSULTANCY SERVICES) Experience

Project Name	P2P Global Accounts Payable Mumbai and Currently working in Chennai with Branch finance.
Duration	3.1 Years in TCS and Currently working
Responsibility	Invoice Processing, Vendor Payment, Bank Receipts,Reconcillation, Co ordination with Vendor, Schedules, Preparing Provisions, Passing the Journal Voucher for the Provision in Oracle,Tagging GST, TDS,Cross currency entries, MIS for Electricity and Retainers Payment, Helping the corporate Taxation and Fixed Asset Teams, Generating the Reports Required by my seniors.
Roles	Associate
Training	Attended GST Training conducted by TCS IFRS certification

Additional Experience

- Completed 1 year internship As an HR Executive while studying.
- Prepare MOU between the Institute and Company
- Recruitment for the Institutes
- Payment of stipends for Students
- Time Keeping
- Also maintained a single entry book keeping for Provisional store.

Regards,
Rajab wali mohammed.