

Mr. Zubair Basha S

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Work Experience

ACCOUNT ASSISTANT | ORIENT CARGO & TRAVELS | INDIA - CHENNAI

NOV 2024 – APR 2025

- Process and verify vendor invoices against purchase orders and delivery notes (3-way matching).
- Ensure timely and accurate payments to local and international suppliers via bank transfers, cheques, or online platforms.
- Maintain supplier master data and reconcile vendor statements monthly.
- Prepare input VAT reports for supplier invoices as per UAE FTA requirements.
- Monitor aging of payables and prepare payment schedules to ensure effective cash flow management.
- Generate and send customer invoices based on contract terms or delivery confirmations.
- Proactively follow up with customers (both local and overseas) on overdue invoices via email, phone calls, or other communication channels.
- Accurately process and post receipt entries into the accounting system, ensuring correct application of payments to the relevant accounts.
- Perform regular reconciliation of customer accounts to ensure all payments, credits, and adjustments are properly recorded.
- Prepare weekly or monthly reports on receivables performance, outstanding balances, and payment trends.

ASSOCIATE ACCOUNT PAYABLE | EQUITAS SMALL FINANCE BANK | INDIA - CHENNAI

JAN 2023 – NOV 2024

- Managed general ledger accounts, ensuring accuracy in recording transactions and maintaining financial integrity.
- Oversaw corporate accounting functions, including preparing financial statements and reconciling accounts end-to-end.
- Handled end accounts payable processes, including invoice processing, payment schedule, and vendor management. Ensured timely and accurate payments in compliance with company policies
- Applied extensive knowledge of GST and TDS regulations to ensure accurate calculation, reporting, and compliance. Prepared and filed GST and TDS returns, addressing any issues or discrepancies
- Managed fixed assets accounting, including tracking, valuation, and depreciation calculations. Ensured accurate recording of asset acquisitions and disposals following accounting standards.
- Prepared and analyzed balance sheets, ensuring the accuracy and completeness of financial statements. Assisted in identifying and resolving discrepancies

JUNIOR ACCOUNT PAYABLE & RECEIVABLE | PSA CHENNAI (CITPL)| INDIA - CHENNAI

JAN 2020 – JAN 2023

- Reviewed and processed invoices to ensure accuracy and compliance with company policies and procedures.
- Initiated payments through appropriate channels, including electronic transfers, checks, and online payment platforms, in accordance with payment terms.
- Calculated and deducted TDS accurately based on prescribed rates and thresholds for salaries, contractor payments, rent, and other applicable payments.
- Prepared working files for TDS return filings (**Forms 16, 24Q, 26Q, 27Q**) within statutory deadlines, ensuring compliance with tax laws and regulations.
- Conducted **GSTR-2A** reconciliation and filed **GSTR-1 and GSTR-3B** returns.
- Monitored all bank deposits and payments, preparing Bank Reconciliation Statements (**BRS**) to ensure accuracy.
- Processed payments and initiated monthly ESI and EPF contributions.
- Generated and created quotations, purchase orders (PO), purchase requisitions (PR), and added new vendor information, including material details, HSN codes, quantities, and quality specifications as required by the Purchase Department.

- Prepared inventory valuation reports and performed Goods Receipt Note (GRN) reconciliation during accrual bookings.
- Processed payments for imported materials, ensuring proper documentation including invoices, Bill of Entry (BOE), Bill of Lading (BOL), Forms 15CA and 15CB, and other necessary documents.
- Handled petty cash transactions and maintained monthly records.
- Prepared collections report and provide daily updates to the Head of Department (HOD).
- Followed up on debtor balances, communicated with customers to address billing inquiries, and resolved issues with cultural sensitivity.
- Prepared weekly and daily cash flow plans to effectively manage funds.
- Recorded and reconciled customer payments, ensuring accurate application of applicable taxes.

Education

**MASTER OF BUSINESS ADMIRATION (FINANCE) | DECEMBER 2023 | LOYOLA COLLEGE,
GPA – 80%**

**BACHELOR OF CORPORATE SECRETARYSHIP | JUNE 2019 | A.M. JAIN COLLEGE,
GPA – 70%**

Core Skills

- Accounts Payable & Receivable (A/P & A/R)
- Account Reconciliation
- General Ledger Reconciliation
- Month-End & Year-End Close
- Variance Analysis
- Audit Support
- Fixed Assets & Depreciation
- Inventory Management
- Compliance Clearing
- Vendor Management

Technical Skills

- E Fright System
- Oracle ERP & Fusion
- SAP ERP
- Tally ERP & Prime
- BAZ & APEX
- Terrail Operating System (TOS)
- E – Facility
- Microsoft (OFFICE, EXCEL, WORD)
- POWER BI
- Excellent interpersonal and communication

Language

English, Hindi, Tamil, Urdu, Arabic

Activities and Interests

Cricket, Hiking, Travel