

## RESUME



**Mahammad Rashad**

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### Permanent Address:

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576221

### Current address:

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road, Hennur main road,  
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post, Bangalore, Karnataka,  
560043

### Career Objectives:

To make life challenging through a creative and competitive environment where I can assert strong sense of responsibility to know about real world laid ahead of me.

### Education:

B.com (2021) – 63.95% - Mangalore University  
PUC (2018) - 87.33% - Beary's PU College Kodi Kondapur.  
SSLC (2015) - 70.88% - Viveka Junior College Kota

### Work Experience:

Worked as 'Assistant Accountant' in **Indotech Ice and Cold Storage** from **Jan 2021 to June 2021**

Worked as 'Associate Professional' in **CARGILL BUSINESS SERVICES** from **Sep 2022 to Current**

### Job Profile:

#### Accounts Payable Process

- Validating & Accurate Processing of invoices (according to 2 way and 3-way match) and Payment Orders (as per non-po posting procedure) matching the valid approvals.
- Preparation and allocation of daily volume to team according to TAT and exceptions.
- Complex and approved invoice posting with bulk purchase orders and GLs as per condition and agreement.
- Indexing and Processing PO/ Non-Po invoices within SAP.
- Efficiently process vendor Invoices and ensure on-time payments.
- Send payment requisite daily, based on the due date, and share UTR details with concerned stakeholders.
- Analyze all payment issues (NRTV, RTV, wrong payment) and queries (if any) and resolve it as earliest.
- Achieved the TAT (Turnaround Time) as per the client requirements.
- Preparation of Weekly/ monthly process metrics and reporting to the client.
- Creation of Vendor statements to help vendors understand paid/unpaid invoices and due/paid to date.
- Handling GMB and clear client queries on daily basis.

**Personal Data:**

Date of Birth : 04/05/2000

Religion : Islam

Nationality : Indian

Gender : Male

Marital Status : Single

Languages known : English,

Kannada, Hindi & Urdu.

- Ensuring that all the open invoices are closed and safely documenting them.
- Efficiently managed month-end closing activities with consistency and accuracy.
- Creating and sending debit notes to vendors and maintaining track of credit notes.
- Perform contract closures for fully executed contracts, perform contract washouts/settlements for contracts that are partially executed as per BU instructions.
- Provide training to new joiners about business and process overview.

**Rewards and Recognition:**

**Quarterly Award:** Best performer and exclusive support to co team.

**Project Award :** Fastest Learner Award From SAP project Orchid team.

**Monthly Award:** Clearing high volumes during season time and timely payment.

**Technical Qualification:**

- SAP
- MS Office
- Citrix Software
- EKA
- JDE

**Personal Strength:**

- Excellent verbal & written communication skills.
- Ability to learn quickly and adapt to change in environment.
- Organized individual with good reasoning and analytical skills.
- Able to lead or to work as part of team.

**Declaration:**

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

**Place: Bangalore**

**Date:**

**(MAHAMMAD RASHAD)**