

RESUME



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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)