**Sahil Pal**

**Address: N.I.T. Faridabad-121001 (Haryana)**

**Phone**: +91 9971857761 **Email:** [sahil.pal03@hotmail.com](mailto:sahil.pal03@hotmail.com)

**Experience Summary**

To obtain a challenging position in the Professional accounting field that would enable me to utilize my analytical and technical skills to improve company's profitability.

**Professional Profile**

* 4+ years of accounting & finance domain.
* Good knowledge of general accounting principles.
* Understanding of computer applications related to accounting ERP like Oracle, Sage, CRM.
* Possessing first rate collaboration skills to work in concert with diverse groups effectively
* Proactive at learning new concepts quickly and working well under pressure.
* Dedicated and highly ambitious to achieve organizational as well as personal goals.
* Excellent decision making skills with a positive approach.

**Employment Details**

* **Artech Info systems Pvt. Ltd. (Noida)**

**Department** – Finance and Accounts

**Designation** – Senior Executive Finance

**Duration** - From Dec. 2019 to presently working

* Monthly statement to send to customer for overdue payment. Follow up with payment with customer via email.
* Record overdue payments and follow record in CRM software.
* Receiving PO in Accounting System, once delivered to warehouse or customer.
* Record receipt and invoice in CRM control sheet for reporting purposes.
* Audit of invoices received from the vendors.
* Invoice creation and delivery of Invoices via Email, E-billing and Post.
* Responsible for credit and debit note creation.
* Responsible for PO creation from customer order confirmation.
* Actively monitors Warehouse Inventory & update their record in system.
* **ReSources India (Publicis Groupe) (Sapient Consulting Pvt. Ltd.) (Gurugram)**

**Department** – Finance Operation

**Designation** – Associate

**Duration** - From Mar. 2019 to Dec. 2019

* Issue of Invoices and Credit notes as per the customer’s needs and requirements within time frame.
* Audit of Invoices, check the created invoices as per the special instructions according to the customers.
* Delivery of the Invoices via E-mail etc.
* Support in month end activities as well.
* **Intelenet Global Services Pvt. Ltd. Formally known as Serco BPO Pvt. Ltd.**

**Department** – Finance and accounts

**Designation** – Senior Executive

**Duration** - From Dec. 2015 to Feb. 2019

**Role:-**

**Process: Apple Leisure Group (ALG) Cheap Caribbean – Accounts Payable Oct.17 to Feb. 2019.**

* Review and verify invoices and check requests.
* Set invoices up for payment.
* Enter and upload invoices into system.
* Prepare and submit electronic transfers and payments.
* Prepare and perform check runs.
* Post transactions to journals, ledgers and other records.
* Reconcile accounts payable transactions.
* Prepare analysis of accounts.
* Monitor accounts to ensure payments are up to date.
* Research and resolve invoice discrepancies and issues.
* Maintain vendor files.
* Correspond with vendors and respond to inquiries.
* Produce monthly reports.
* Assist with month end closing.
* Provide supporting documentation for audits.

**Process: Airtel Africa Money (Vendor Reconciliation) Jun.17 to Oct.17**

* Vendor reconciliation according to the client’s requirements.
* Daily coordination with the various clients & regular follow-up with the client’s vendor for data.
* Managing huge volume of data in MS Excel.
* Daily consolidation of huge data according to the client’s need.
* Daily bank statement extraction and reconcile the collection with the due amount.

**Process: CPA GLOBAL Pvt. Ltd. (Accounts Receivables) Sep.16 to May 17**

* Creation of Invoices as per the customer’s need and requirement within time frame.
* Audit of Invoices, check the created invoices as per the special instructions according to the customers.
* Delivery of the Invoices via E-mail etc.
* Invoice submission of various customers as per their billing portals (Tymetrix, Serengeti, collaborati etc.)
* Mail box management and must attentive to reply within 24 hours with resolutions.
* **Making sure meeting SLA & TAT targets**.
* Experience in completing month end activities i.e. E-bill Audit Reports.

**Process: E-Bookers (Bank Reconciliation) Dec. 15 to Sep. 16**

* Daily bank statement extraction and review.
* Preparation of consolidated statement from bank statements.
* Identifying transactions and allocation of transactions in respective of accounting team.
* Preparation of journals as per coding matrix.
* Handling daily client query.
* Preparation of interim and final bank reconciliation and month end activity.
* Discussion with clients to minimize open items in interim and final bank recs.
* Mail box management and reconciliation.
* Making sure meeting SLA & TAT targets.
* Preparation of Invoice Request Form for Tour Operators for generation of Oracle Invoice.
* Experience in raising dunning letter for outstanding receipts.
* Experience in completing month end activities Deferred Reconciliation, Intercompany Reconciliation,

Booking Reconciliation.

* Also responsible for making Journal for clear the Intercompany transactions.

**Technical Expertise**

**Office Tools**  : Microsoft Office 2007 & 2010(Excel, Word & PowerPoint).

**Accounting Packages** : Oracle (ERP), Sage & CRM

**Educational Summary**

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| --- | --- | --- |
| **Examination** | **Board/University** | **Passing Year** |
| MBA(Finance) | Sikkim Manipal University | 2016 |
| B.Com | M.D University Rohtak | 2013 |
| XII | Haryana Board | 2010 |
| X | Haryana Board | 2008 |

**PERSONAL DETAILS**

**Nationality :** Indian

**Date of Birth :** 3rd October, 1992

**Languages Know. :** English, Hindi

Date: -

Place: - (Sahil Pal)