**Shahbaz Qureshi**

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**Seeking career growth assignments in Accounts & Finance Profile.**

**Synopsis**

* A competent professional with five years of experience in accounts, finance, payable management
* Skilled performer with problem-solving, time-management skills and has the ability to perform varied tasks at the same time.

**Core Competencies**

**Finance & Accounts**

* Preparing and maintaining statutory books of accounts viz., journal, ledger, cash/bank book and reconciliation statements in compliance with time & accuracy norms.
* Processing vendor bills and analysing the overhead costs.

**Payable/Receivable Management**

* Ensuring speedy processing of Vendor Invoice and credit notes to the customers.
* Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters and accounting of rejections and reconciliation, etc.
* Conducting aging analysis of the payables to understand the paying pattern.
* Preparing and analysing statements showing circle-wise purchase, payments, outstanding, creditors aging and overdue accounts payable.

**SAP Skill:**

* Handling Vendor Payments, Reconciliation & doing of GRN, IR Posting & rectifying entries after reconciliation.
* Provision Plotting & knock off the expenses for doing monthly closing activities.

**Professional Experience: -** Finance & Accounts

**“Whirlpool Asia LLP” (Oct’13-Jun’17)**

* Handling the End to End process of AP for factory Norrkopping located in Sweden.
* Preparing vendor reconciliation on monthly basis and provide open items details to vendor.
* Handling invoice processing to make the invoices ready to pay using SAP.
* Manual payment processing to ensure vendors will receive overdue payment and advance payment on urgent basis
* Working on errors done in the system and escalated cases through liasoning with the factory contacts and providing resolution within TAT.
* Working on rejected payments from bank by doing RCA on the reason for their rejection.
* Working on lean ideas which helps increase productivity.
* Processing Payment runs in SAP on weekly basis and hand-over the proposal to the disbursement team
* Liaison with PO creators and Site owners to resolve Purchase order & Payment issues.
* Preparation of Balance Sheet Review File Monthly and reviewing it with the R TO R team and Company’s Directors.
* Working on Debit Balance and Overdue aging of invoices pending in the system for payment.
* Following up for the invoices with Vendors in order to meet the ITBR monthly targets.
* Preparation of Monthly Accrual Report and GIT file and sending it to Market, so that they can book the accruals for respective month.
* Also ensuring to complete consignment run on every Monday and Month End in order to post all GRN created factory.
* Also generating Pre-Invoices every Monday and sending it to the Vendors.

**“PROJECT Paid On Time”.**

* A project was undertaken named “Paid on time” under the direct supervision of the director of GFC of that time, (Mr.Sanjay Agarwal), with a aim to increase the “Paid On Time” performance for the major EMEA factories of Whirlpool.
* “Paid on Time” is measured as key barometer for the AP Process, hence-forth to achieve the same, Major Vendor Reconciliation was performed, rigorous follow-up were send to respective approvers. Pending cases were worked upon and market queue pending since long time were cleared.
* Continuous efforts, resulted a steep jump from 54% paid on time in Jan’15 to 90% in Sep’15 at EMEA Level.

**“Central TEAM”**

* Handling ITBR (Raw Material GL)- Meeting it’s respective monthly targets.
* Top 80 Vendor Reconciliation for the EMEA factories
* Web-cycle cases follow-ups for the PRDB Vendors in-order to increase the cycle time
* Preparation of Monthly PRDB deck.
* MIS Reporting and also preparing several reports (COB & BOD) for the given working day.
* Working on clearing (Write-off Project for the unconsumed GRN pending for more than 120+ days of Ageing).
* Invoice Processing, Generation of the Pre-Invoice (weekly basis), Generation Stock Movement Report(Monthly basis) for the Consignment Vendors & Handing the query for the same.
* Executing the Manual Payment for the Over-due invoices & also executing the Payment Run for the PRDB Vendors.

**IndiGo Airlines**  **(Sep2010-Mar2012)**

**Key Responsibilities:**

* **Handling Petty Cash @ All Airports**
* **Processing the Vendor Invoices(Domestic & Foreign)**
* **Foreign Remittances & Foreign Fund Transfer-**
* **Ground Handling Equipment’s-**
* **GSA & GHA(General Sales Agent & Ground Handling Agent)**
* **Handling Foreign Bank A/C’s**-

**Education**

**Class/Degree Board/College Marks**

PGP, Finance (Major) IILM Institute for Higher Education 3.20/4

Marketing (Minor)

B.B.A SLIMS (Gujarat University) 68.33

XIIth (General) G.S.E.B 71.5

Xth G.S.E.B 65.43

**Skills**

Operating Systems Windows 7

Software/Package Environment MS Word, MS Excel, MS PowerPoint/ (SAP- FI Module).

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| Linguistic English, Hindi, Gujarati | |
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**Other Information**

Good team player

Good communication skills

Well organized.

Optimistic in life.

**Declaration**

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

**(SHAHBAZ QURESHI)**