

RESUME

GOURAV BHASIN

Present Address:

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CAREER OBJECTIVE

To be part of middle level management and make constant endeavor to contribute towards the growth of the organisation.

EMPLOYMENT & EXPERIENCE

Organisation : **Wipro Digital Operations and Platforms,
Pune, India**
Position : **Assistant Manager (P2P)**
Reporting to : **Manager**
Period : **June 2021 to Till Date**

JOB PROFILE

- Process PO and Non PO invoices.
- Validate key fields from scanned documents.
- Review all invoices for appropriate documentation and approval prior to payment.
- Process invoices according to payment terms and due date.
- Processing the scheduled Payment Runs as per the payment checklist.
- Process critical payment request on time.
- Processing of travel and expense claims, check, verify and make payments.
- Vendor master creation, changes and verification.
- Reconcile vendor statements, research and correct discrepancies.
- Respond to all queries within the agreed SLA from internal clients and vendors.
- Reporting activities per the deadline aligned with the respective stake holders.
- Guide and coordinate the new team members on addressing exceptional cases.
- End to end responsible for smooth Operational deliverables.
- Managing a team of 12 members.

Organisation : **Al Jaber Iron & Steel Foundry LLC,**

Position : **Abu Dhabi, (U.A.E)**
Reporting to : **Inventory Controller**
Period : **Plant & Commercial Manager**
: **October 2016 to August 2020**

JOB PROFILE

- **Oracle J.D.Edwards Enterprise One ERP:** Worked in ERP system.
- Receives incoming materials, supplies and equipment.
- Inspects material for damages and defects.
- Ensure that goods inward / stock control department is well organized and controlled sufficiently.
- Evaluate supplier's offers and negotiate profitable deals.
- Generates count sheets in the ERP system and conducts cycle and physical counts.
- Ensure materials are ready and available for production as and when required.
- Prepare purchase requisition.
- Preparation of Delivery Order and Invoices.
- Prepare and send invoices to customers.
- Receive and record invoices and arrange payment.
- Collection of cash and cheques for payment against delivery.

Organisation : **Al Jaber Shipping Agency & Marine Works LLC, Abu Dhabi, (U.A.E)**
Position : **Accountant**
Reporting to : **Finance Controller**
Period : **October 2006 to September 2016**

JOB PROFILE

- **Oracle J.D.Edwards Enterprise One ERP:** Worked in ERP system.

Accounts Receivable

- Maintaining up-to-date billing system.
- Follow up, collection and allocation of payments.
- Carry out billing, collection and reporting activities according to specific deadlines.
- Reconciliation of accounts.
- Monitoring customer account details for non payments, delayed payments and other irregularities.
- Maintain accounts receivable customer files.
- Preparing Debit Note & Credit Note.
- Follow established procedures for processing receipts, cash etc.
- Preparing bank deposit slip.

- Investigating and resolve customer queries.
- Processing adjustments.
- Organizing a recovery system and initiate collection efforts.
- Communicating with customers via phone, email, mail or personally.

Accounts Payable

- Reviewing invoices and cheques requests.
- Sorting and matching invoices and cheques requests.
- Setting invoices for payment.
- Processing cheques requests.
- Preparing and process accounts payable cheques, advance payment and bank transfers.
- Preparing petty cash voucher.
- Reconciliation of payments.
- Preparing analysis of accounts.
- Monitoring accounts to ensure payments are up to date.
- Resolving invoice discrepancies.
- Vendors file maintenance.
- Corresponding with vendors and respond to inquiries.
- Producing monthly reports.
- Month end closing.

Payroll

- Preparing time-sheet, leave, sickness and overtime reports.
- Calculation and payment of leave settlement and end of service money.
- Updating and maintaining payroll records.
- Process leaves applications and ticket entitlement of employees.
- Data verification and entry to ensure accurate and timely monthly processing of remuneration payments to employees.
- Maintain the integrity and confidentiality of employee's files and update changes to any employee compensation details or employee records.
- Recording employee information such as exemptions, transfers and resignations in order to maintain and update payroll records.

Inventory

- Inventory Management – Managing / Organizing periodical Physical Stock Count Inventory and report to Management.
- Reconciliation of Inventory on a month end basis.
- Period end closing after clearing integrity issue.
- Making cycle count sheet before taking physical stock count.
- Inventory Adjustment with cost change / without cost change.
- Inventory transactions – Issues (II) / Transfers (IT).

- Assisting the Inventory Controller, in providing Inventory issues day-to-day information.

General Ledger

- Preparing journal entries.
 - General ledger operations.
 - Monthly closings.
 - Account/bank reconciliations.
 - Preparation and coordination of the audit process.
 - Coordinating and maintaining internal financial controls and procedures.
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Organisation : **Commercial Engineers & Body Builders Co.
Pvt. Ltd, Jabalpur (M.P), India**
Position : **Account Assistant**
Reporting to : **Manager - Accounts**
Period : **July 2004 to September 2006**

JOB PROFILE

- Process vendor invoices and bills for payment.
 - Verifies items billed against items ordered and received and reconciles differences through follow up with the vendor or other employees.
 - Process employee expense claims.
 - Prepare customer invoices.
 - Posting daily receipts and verifying bank deposits.
 - Inventories office supplies and equipment, prepare and submit orders for purchase.
 - Scrutiny of Documents.
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EDUCATIONAL QUALIFICATION

Degree in Bachelor of Commerce from “Rani Durgavati Vishwavidyalaya University” (2001-2004).

COMPUTER PROFICIENCY

Well versed in M.S. Dos, M.S.-Office (Word, Excel and Power Point), MS Access & Internet.

ADDITIONAL QUALIFICATION

English Shorthand Speed @ 80 w.p.m & English Typing @ 40 w.p.m.

PERSONAL DETAILS

Date of Birth : 27th September 1982
Marital Status : Unmarried
Nationality : Indian
Languages : English, Hindi & Punjabi
Passport No. : N1753277

In view of the above statement, if I am given a chance I assure you that I shall do my best to prove myself worthy of the job.