Syed Mubarzuddin

P2P Specialist

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Enthusiastic Accounts Payable Specialist eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Invoice processing and timely payments to Vendors. Motivated to learn, grow and excel in Industry.

Skills

- Invoice Processing
- Transaction reviewing
- Report preparation
- Account Reconciliation
- Records coordination
- Vendor relationship management

Work History

2021-07 - Current

Process Developer
Genpact India (Deployed at Mars International India an F&B & Chocolate company), Noida

- Produced month-end closing reports and provided actionable suggestions on remittance for quick resolution.
- Reached out to vendors and customers to verify information and follow up on client issues.
- Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Used advanced software skills to produce high-quality documents, reports and presentations.

2019-04 - 2021-07

Modern Trade Accountant
Adecco India & V5 Global Services (Deployed at Mars International India an F&B & Chocolate company), Noida

- Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
- Handled trade payable documentation by reviewing month-end accruals.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Streamlined productivity by decreasing time-wasting tasks and helping supervisors.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.

2010-02 - 2019-01

Senior Accounts Payable Analyst
E.A Juffali and Brothers , Riyadh

- Generated financial statements to analyze utility cost, repair and maintenance expenses.
- Received vendor invoices, validated for accuracy and routed for approval to prepare for payment processing.
- Assisted with annual audits by generating reports and collecting and consolidating invoice information.
- Processed daily invoices, check requests and wire transfers of foreign and domestic currency.
- Identified opportunities and risks in accounts payable process to improve standard operating procedures.
- Investigated inquiries relating to status of accounts.
- Provided strong customer service and support to prevent invoice and expense issues.

2007-07 - 2009-04

General Accountant
Tristar (Saudi Automatic Transmission Co), Riyadh

- Created and introduced updated processes for accounts receivable sub-ledger and customer attribute reporting.
- Coordinated with clients to improve accounting, payroll and tax operations.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.

2006-07 - 2007-03

Process Associate (Logistics Coordinator)
HCL Technologies Ltd, Bangalore

- Processed and entered customer orders into database and provided proactive customer service for accounts.
- Verified accurate account invoicing through collaboration with accounting department.
- Managed system support functions to set priorities and service levels expectations.
- Coordinated shipping requests for expedited delivery and documented accurately to achieve correct billing.
- Generated documentation and information required for customer shipments.

- Maintained excellent working relationships with customers by efficiently responding to inquiries and complaints concerning work orders, invoices and shipments,.
- Maintained damaged goods records, backorder logs and applicable regulatory reporting.

Education

2004-08 - 2006-06

MBA: Finance
University of Mysore - Mysore

2001-07 - 2004-06

Bachelor of Commerce: Accounting And Business Management
University of Mysore - Mysore

Software

- Microsoft Office
- SAP
- IBM Cics
- Quickbooks
- Tally

Languages

- English
- Hindi
- Kannada
- Urdu
- Basics of Arabic

Certifications

- VAT in UAE
- SAP FICO
- Islamic Banking
- UAE Corporate Tax