

IRSHAD P



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Irshu4all

Marital status: Single

DOB: 24-Aug-1993

Nationality : Indian



Profile Summary

Detail oriented Accountant – Corporate Finance, having **4 Years** of **Experience** in Accounts & Finance with professional qualification **MBA** (Finance) from Mangalore University, and Graduation from Kannur University. Adept in financial reporting and analysis, budgetary control and MIS reporting. Proficient in data mining methods, extracting relevant information for reports and presentations.

Core Competences

- ❖ Financial Accounting & MIS Reporting
- ❖ Oracle EBS, Tally and QuickBooks
- ❖ Excel (Pivot, VLOOKUP, Formulas), Word, Outlook, PowerPoint
- ❖ AR, AP & GL Accounting
- ❖ Bank and GL/SL reconciliation
- ❖ Budgets, forecasts & Variance Analysis
- ❖ Payroll entries and other staff Accrued Expenses
- ❖ GST

Work Experience

Quotient **Quotient Technology, Bangalore** **Feb, 2020 – July 2021**
Accountant – Corporate Finance

- Establish and enforce proper financial accounting methods and control month end/year end closing activities of business entity
- Compile data & prepare monthly financial Statements
- Prepare and communicate daily, weekly and monthly MIS reports to assess the performance of business unit
- Manage AR, overseeing monthly revenue and collection & perform reconciliation
- Supervise AP function, perform vendor account reconciliation & process payments
- Perform monthly reconciliation of all Bank accounts
- Record accruals/prepayments and make month-end provisions
- Report the weekly fund position and prepare fund requirement report
- Record monthly Payroll expense and calculate other staff related accrued benefits
- Update prepaid amortization schedule and record monthly expense
- Maintain Fixed Asset register along with NBV, Accumulated & Monthly depreciation calculations & record monthly expense

Arthur J Gallagher – Bangalore (Finance Associate) Dec 2016-Jan 2020

- Prepare, examine, and analyze financial statements, accounting records and other financial reports and ensure their compliance with accounting policies and procedures

- Review invoices and check request and invoices are reconciled using 3way match (Vendor, Purchase order and Bank) and 2way match (Vendor and Bank) on periodic bases and reconciled statements are bases for retained commission
- interacting and resolving the problems of client via call/e-mail
- Sort and match invoices as per client funds and set up invoices for payment
- Process refund request to the client
- Process Payments such as Check, ACH and WIRE for different companies
- Prepare and process accounts payable check to the company
- Monitor accounts to ensure payments are made up to date
- Update ACH records in different International Banks such as Harris Bank, JP Morgan Chase and Bank of America
- Maintaining daily, weekly and monthly client reports
- Addressing rush request received through mails within turnaround time
- Provide training to the new joiners
- Assist in the preparation of budgets & provide Management with monthly variance analysis and other MIS reports.
- Manage Accounts Receivable & Accounts Payable function of entity
- Review and Reconcile AR, AP, Banks and other General ledger Accounts of the organization; resolve any differences in a timely manner
- Provide reports, presentations and ad-hoc analysis including annual budgets, monthly cash forecasts, inventory analysis and profitability forecasts
- Recording & handling petty cash, making reimbursements after reconciliation
- Ensuring application of effective fixed assets & inventory control

Professional Qualifications

MBA (Finance) With Distinction – Mangalore University

B.Com (Finance) with First Class – Kannur University

Academic

Higher Secondary (Commerce)

Kerala Educational Board

IT Skills

Oracle EBS, QuickBooks, Tally, Microsoft Excel, Word, PowerPoint, Access, Outlook, EPIC

Interests

Reading, Travelling, Playing Cricket & Football

PERSONAL DETAILS:

D.O. B	: 24-08-1993
Nationality	: Indian
Gender	: Male
Marital Status	:Single
Passport no	:L6726393
Language known	: English[RWS], Kannada[RWS], Malayalam[RWS], Arabic(RW),Hindi[RWS].