



Mohammad Rafi Shaikh

Assistant Manager Finance

A competent professional with nearly 15+ years of experience in Accounting Operations, Financial Reporting & Analysis, Sales Accounting, Budgeting, Cost Accounting, Finalization of Accounts & Reconciliation Book-Keeping, Payroll Processing, Maintaining Fixed Assets Register, Payroll Processing, Audit, VAT, & MIS, SAP S/4HANA

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WORK EXPERIENCE

Assistant Manager Finance

JetSynthesys Private Limited

03/2015 – 03/2025

- SAP S/4HANA Expertise: Strong knowledge of SAP S/4HANA Finance modules, including FI and CO.
- SAP FICO Modules: Proficiency in General Ledger Accounting, Accounts Payable, Accounts Receivable, Asset Accounting, Cost Accounting, and Period End Closing.
- Day-to-Day Accounting Manage all banking activities, including payments, receipts, and reconciliations
- Monitoring cash flows, manage Accounts receivables, and maintain the balance sheet
- Export and import-related financial transactions and documentation & Softex Working
- Handling all banking transactions, including reconciliations and documentation
- Handling Inter Company Reconciliation & Billing Daily
- Complex Billing Project Management - Escalation from Front line to resolve
- Monthly MIS, Cash Flow, Fund Management,
- VAT, Corporate Tax statutory Working.
- Create payment proposal on a weekly basis as per the schedule & ensure all the proposals are created on time to meet local bank cutoff.
- Perform bill verification and fraud investigation activities as require skills sets required Knowledge of telecommunication services.
- Effective communication skills. & Regular follow-up with vendors to get bank details to update in vendor master data
- Knowledge of MS Office, MS Outlook, MS World, MS Excel, MS.

Xerces Technologies Pvt. Ltd. (Sr. Accounts Executive

Pune, India

10/2011 - 03/2015

- Download and Upload Invoices through E-mails.
- Verify all Non-PO, PO (2 Way & 3 Way match) & Utility invoices.
- Process all Indian vendor invoices (VAT & TDS) in Tally Prime application.
- Pre – audit / QC for processed invoices before payment to client.
- Resolve all email and queries from requesters on an urgent basis.
- Add & Modified vendor information with vendor request & email approval.
- Maintain monthly GRIR Report.
- Maintain daily Audit Report.
- Maintain weekly Aging Report.
- Payment all vendor invoices on time

Paras Telecom Pvt. Ltd. (Accountant)

Aundh, Pune

12/2008 - 10/2011

- Process customer orders and ensure accuracy in order entry.
- Generate and manage invoices, ensuring timely and accurate billing.
- Handle customer inquiries and resolve issues related to orders and payments.
- Monitor accounts receivable and follow up on overdue payments.
- Collaborate with internal teams to streamline the O2C process and improve efficiency
- Monthly MIS for revenue Business Verticals as well as Project wise
- Monthly Debtors Ageing

HYT Machine Pvt. Ltd. (Junior Accountant)

01/2006 - 11/2008

- Identifying needs: Production departments identify required materials or services needed for manufacturing.
- Creating purchase requisitions: A formal request outlining the specific items needed, quantity, and desired delivery date is submitted by the department.
- Supplier selection and sourcing: Procurement team evaluates potential suppliers based on price, quality, delivery time, and other factors.
- Purchase order creation: Once a supplier is chosen, a purchase order is generated with detailed terms and conditions.
- Purchase order approval: The purchase order is reviewed and approved by relevant authorities within the company.
- Goods receipt: When the materials are delivered, they are inspected and documented as received.
- Invoice verification: Supplier invoices are checked against the purchase order and goods receipt for accuracy.
- Payment processing: Approved invoices are processed and payment is made to the supplier.
- Benefits of a streamlined P2P process in manufacturing
 - Cost reduction: Efficient procurement can lead to better pricing and reduced costs by optimizing supplier selection and minimizing unnecessary spending.
 - Improved inventory management: By accurately forecasting demand and managing stock levels, manufacturers can avoid overstocking or shortages.
 - Enhanced operational efficiency: A smooth P2P process minimizes delays in production due to missing materials.
 - Increased compliance: Proper procedures can ensure adherence to company policies and regulatory requirements.

SKILLS

SAP H4 Hana Tally Prime Attention to detail Budgeting Financial analysis Leadership Financial reporting

Assist in managing cash flow Analytical MIS Monthly Softex Return Maintaining Fixed Asset Register

Hard Skills – Financial Modelling, Data Analysis and Interpretation, Accounting Principles, Software proficiency Depreciation

Soft Skills – Critical Thinking, Attention to detail, Problem solving, Communication and Presentation Skills Debtors Ageing

EDUCATION

Bachelor's Degree, Commerce
Gulbarga University Karnataka

PERSONAL DETAILS

Fathers Name: Bashiruddin Shaikh

Sex: Male

Nationality: Indian

Passport: N1407119

Marital Status: Married

Address: Flat 302, 3rd Floor, Somnath Nagar, Wadgaon Sheri Pune, India– 411014

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Marathi
Full Professional Proficiency

Kannada
Full Professional Proficiency