

Jabez Tamang



Contact

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Languages

English
Hindi

Skill Highlights

- MS Office
- Oracle 11i
- Tally Prime
- Quickbook
- Problem Solving
- Punctuality
- Multi-tasking
- Reliable and Responsible
- Innovative

Summary

Hardworking and reliable employee with extensive experience of 15 years in accounts receivables and providing excellent customer service. Highly organized, proactive and punctual. Works well within team settings.

Experience

Accounts Receivable(Accountant) - April 2012 - Present

Modern Scientific Instrument & Chemicals, Shillong, India

- Handle cash, cheque and other mode of payments and ensure appropriate accounting of the same.
- Ensure all sale, cash collection to be deposited in bank as per instructed.
- Worked with designated bank to transfer funds to clients.
- Handled and solved all payment related issues for customers.
- Handled account reconciliations and auditing every month, quarterly and yearly accordingly.
- Reconcile accounts payable and receivable every month.

PROCESS DEVELOPER- July 2010 - March 2012

HCL Technologies • Bangalore, India

- Coordinate with users of Deutsche Bank on technology incident management.
- Raising/follow up outage alerts if incidents are not closed within SLA(Service Level Agreement),
- Receiving updates regularly from technology team and sending incident status updates, communication, preparing Dashboard, PSR report (Production Support Report) and SRS report (Service Request Status Report).

Accounts Receivable &Cash Application- March 2007 - July 2010

Genpact • Bangalore, India

- Handled collections from customers from America, West Asia, Africa & Europe to ensure effective completion of account receivables and load the details in Oracle.
- Keeping track of accounts which are getting due and past due on a regular basis & update status of accounts in oracle database.
- Record and apply all incoming cash receipts for (Europe, Americas, Asia & Middle East) following customer's remittance information.
- Worked with Bank of America, Royal bank of Canada, Deutsche bank, and JP Morgan etc.
- Handling Credit Memo, Credit Invoice and IBS Transfer Cash.
- Researching unresolved open items like Short payments, Open credits, unapplied cash and resolving them.

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- Researching unresolved open items like short payments, Open credits, unapplied cash and resolving them.
- Handled account reconciliations and auditing every month, quarterly and yearly, submitting the same to the reviewer.
- Ensuring minimized unapplied cash balance at month end. Monthly audit of cash application for every region to ensure all the cash which came in the bank are updated in Oracle.
- Handled and solved all payment related issues for customers.

Education

Bachelor of Arts	2001
North Eastern Hill University • Shillong, India	
Pre-University Course	1997
Meghalaya Board Of Secondary Education • Shillong, India	
Secondary School Leaving Certificate	1994
K.V. North Eastern Police Academy • Shillong, India	