

M Irfan

Graduated with commerce,
Innovative, honest, self-
motivated, and hard-working with
a positive attitude.

Full Name

Mohammad Irfan

Mobile

+91-9784212189
+971- 0508923246

Address

Jaipur – Rajasthan – India
(Dubai Return)

Email

irfan24434@gmail.com

LinkedIn

www.LinkedIn.com/in/theIrfan

Language



Gender

Male

Nationality

Indian

Marital Status

Single

DXC Technology

(Jaipur, Rajasthan)

Senior Finance Associate (Nov 2022 to Apr 2024)

- Processed incoming customer, client, and market payments or receipts to maintain accurate Account Receivable balances.
- Conducted regular account reconciliation to ensure the accuracy and completeness of financial data.
- Resolved disputes and queries of the customers, markets, collection and business partners over emails and calls.
- Managed & applied unidentified and unapplied cash receipts and resolved invoice or billing issues.
- Maintained Internal Audit for data & accuracy within the deadline.
- Performed month-end activities.

Genpact

(Jaipur, Rajasthan)

Finance Associate (Nov 2018 – Nov 2022)

Account Payable

- Processed PO, Non-PO & other invoices with 3-way or 2-way matching concepts to maintain accurate account payable balances.
- Verified vendor invoices with follow-up on requisitions to solve & release hold invoices through emails & calls.
- Resolved vendor & supplier queries or disputes of the invoices as per Account Payable guidelines while maintaining vendor relationships.
- Conducted regular vendor reconciliation and managed internal checks for vendor invoice accuracy and completeness of the financial data
- with correct tax deductions.

Account Receivable

- Application made of received payments (Cheques, ACH, Wire) to maintain accurate Account Receivable balances.
- Resolved customers, onshore team, clients and business partners' disputes and queries over emails and calls.
- Managed and applied unidentified and unapplied cash receipts to resolve invoice or billing issues.
- Maintained Internal Audit for data accuracy within the deadline.
- Performed month-end activities.

Visa Status

I can immediately commute to the job location on my own upon request.

Achievements

Two bronze and champ rewards.
The employee of the month.
I presented 3 lean ideas for making the process working style better.

Vertex Customer Management
(Jaipur, Rajasthan)

Business Associate (Sept 2016 to Aug 2017)

- Conducted verification & validation of customer's data to ensure accuracy and completeness.
- Posted entries of customers' data into the system with collaboration between regional and head office branches.
- Prepared MIS report of daily production data for sending to management.
- Identified and resolved customer and vendor queries & issues over email and calls.

Education

Section	Institute	Year	Major
Bachelor	University of Rajasthan	2010 - 2017	Commerce
CPT	ICAI	2010	Accountancy
IPCC (Attempted)	ICAI	2011 - 2015	CA Inter

Skills

Account Receivable	Oracle Seibel	MS Excel
Account Payable	MS Dynamic AX	Info Lease
Business Operation	SAP	PMS
Customer Support	Sales Force	45 WPM Typing

Certifications

RS-CIT (Certificate in Information Technology) under RKCL in 2016

Orientation Program under ICAI in 2010

ITT (Information Technology Training) under ICAI in 2010