**Rishabh Sah**

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**OBJECTIVE**

Seeking a position of middle level management in the field of finance where my talent and Knowledge will add value to the organization. I am eager to contribute my creativity and hard & smart work together towards.

**SYNOPSIS**

Over Eight years of experience in Commercial & Finance, by serving key positions in the reputed organization for the last many years. Proven record of developing and implementing Accounting standards with the followings:

**HIGHEST ACADEMIA**

|  |  |  |
| --- | --- | --- |
| **Standard** | **Year of Passing** | **Collage/University** |
| MBA(PGDIB) | 2016 | Symbiosis Distance |
| M. Com | 2015 | A. U |
| B. Com | 2011 | A. U |
| Intermediate | 2007 | Little Angels Inter Collage |
| High School | 2004 | Holy Shrine |

**MAJOR RESPONSIBILITIES**

* **Do Fast Hand on MS-Excel\***
* Looking Reimbursement profile in Happay software V1 and V2 profile handling with the team.

* **Process flow for Procurement To Pay Cycle by steps :**
* Receipt of Invoice and goods (Receiving the Good/Service along with the Invoice)
* Recording the expense in the Ledger
* QC Approval
* Verification with PO terms
* Creation of liability
* Make Payment when due after obtaining the manager’s approval
* Knock of the expense from the account

* **Dept****h knowledge of Accounts Payable / Reconciliation / Fraud Control Unit / Commercial Billing /Purchase Order/Vendor Management and their Billing/ Employee Reimbursement.**
* **Having Good Management Skill.**
* **Timely and accurately booking of vendor Invoices.**
* **Timely booking of Consignee Invoices.**
* **Timely Payment of Vendor/Suppliers other dues.**
* **Assist in Internal / statutory Audit.**
* **GR Booking / Bill Booking / Bill Payment.**
* **Concur software Handling working Experience in SAP/ Oracle / Ms Excel Office /Banking software Br. Net Experian.**
* **Employee Expenses Booking/Payment.**
* **Bank Mandate form Collection & Scanning and updation & follow-up in all units.**
* **Beneficiary creation or basis of bank mandate form also maintaining hard copies of Bank.**
* **Payment request creation as per requirement of Units.**
* **Tracking of open advances of Vendor & Employee.**
* **Follow-up with employee for closing advances.**
* **Follow-up for payment approval.**
* **Voucher filling project handling in my first experience with Idea Cellular during my college.**

**INDUSTRIAL EXPERIENCES**

* **Oyo Hotels & Home Pvt Ltd.: -** Presently Working as Hub Accountant Finance, handling hotel owners reconciliations

**Sachin & Sandeep Associates Deputed in Oyo-rooms**: - Previously working asSr. Consultant- Advisory services. Accounts Payable, handled Employee Reimbursement Process in Happay software system in V1 and V2 both the version.

* **India Shelter Finance Corporation Ltd.**: -17th Months worked from 10th June 2017 to 29 Oct 18 as a Sr. Executive Credit **(Fraud Control unit/MIS/Vendor Billing/Hunter Dedupe/BR Net MIS).**
* **Bharti Infratel Ltd: -** **18 Months** Worked from 16th Dec.2015 to 09th June.2017 as a Supply chain Executive **(Control & Monitoring of Billing)**.
* **Mahindra Holidays Resorts India Pvt. Ltd (Adecco): - 26 Months w**orked from 10th Sept.2013 to 10th Dec.2015 as Finance Executive **(Accounts Payable)**.
* **Uninor (Intelnet Global Services): - 20th Months w**orked from 2nd Jan.2012 to 5th Sep.2013 as Finance Executive **(Accounts & Finance)**.

**PERSONAL VITAE**

Date of Birth : 15th Dec 1989

Father’s Name : Mr Anand Lal Sah

Mother’s Name : Mrs. Kanta Sah

Permanent Address : Sector 14/165, India Nagar, Luckow (Uttar Pradesh) - 226016

Marital Status : Single

**ASSETS**

Good understanding of Human Behaviour, keen desire to achieve Success, Self-Discipline, Optimistic attitude, Good planning skills, spirit of team work and cooperation, Adaptability and learning ability, believe only in results, regular and punctual.

**DECLARATION**

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

**Place: - Gurugram**

**Date: - 06 Sep 2020 Rishabh Sah**