***LEON LAWRENCE TUSCANO Mobile:*** *+91 8149872230*

***E-mail:*** *tuscanoleon1695@gmail.com*

***A multi-faceted professional having intellect and planning skills to meet organizational objectives; seeking assignments in Finance & Accounts with a leading organization of repute***

**PROFILE SUMMARY**

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| --- |
| * **A consummate professional with above 4 years of experience in:**
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| * **Accounting & Finance Functions - Managing Account Payables & Receivable**
* **Managing Petty cash - Liaison & Coordination - MIS reports**
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| * Proficient in Accounts Payables, Accounts Receivables MIS/Documentation, Invoicing and Bank Reconciliation.
* Proficient in implementing systems/procedures, preparing key reports to exercise control and enhancing overall efficiency of payables and receivables.
* An effective communicator with excellent analytical and leadership skills.
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**CORE COMPETENCIES**

**Accounts Payable**

* Expertise in processing of invoices & payment to Vendors, Reconciliation, also Ensures documentation is complete in all aspects.
* Addressing issues of all “Domestic and Foreign vendors” with regard to account functions.

**Accounts Receivable**

* Handling reconciliation of accounts receivables, post collection entry day to day and send report to superior daily.
* Extract customer outstanding and ageing report from accounting system (SAP) and send to Marketing team weekly.
* Preparing Bank Reconciliation Statement.

**ORGANISATIONAL EXPERIENCE**

# Bhansali Engineering Polymers Ltd. ( Since Sept-2018 – Till now) Key Areas:

**Accounts Payable:**

* + Receiving documents, Checking and booking transactions in accounting software SAP; Scrutinizing, Rejection and deduction in payments thereof.
	+ Ensured timely invoice booking, payments of vendor, D/N & C/N processing for accounting transaction records.
	+ Vendor account Clearing
	+ Departmental Cash flow.
	+ Vendor account reconciliation.
	+ Vendor Payment.
	+ Generating Purchase order and Sales Orders.

# Others:

* + Assisting finalization team.
	+ Calculation of Custom Duty for each consignment and online Payment.
	+ Working closely with logistic team for custom clearance.
	+ Interdivision entry & reconciliations
	+ Accounting accruals for monthly closing
	+ Marine insurance claim and settlement

# Atos Worldline India Pvt. Ltd (As Finance Executive, March’17 – Sept’18) Key Areas:

**Accounts Receivable:**

* + Invoicing, bank receipts & collection entries.
	+ Customer account reconciliations, resolving issues relate to AR on timely basis and analyze receivable accounts.
	+ Follow up with sales customer for collection and pending line items.
	+ Preparation of Monthly provisions.
	+ Customer account GL Clearing.

# MIS Reports:

* + Preparation collection efficiency reports
	+ Preparation of customer ageing report.
	+ Preparation Bank Reconciliation reports

# Statutory Compliances:

* + Preparing of GST return filing Data

# Others:

* + Assisting finalization team.
	+ GL Scrutiny.
	+ Accounting accruals for monthly closing

# Discover The World. (As Account Assistant, Since May-16 to March-2017) Key Areas:

o Tally Invoicing.

o Maintaining Petty cash.

o Vendor creation

o Vendor Payment.

o Maintaining Vendor ledger.

o Payment of Various Utility bills.

**EDUCATION**

* Pursuing MBA (Finance) from N. L. Dalmia Institute of Management Studies and Research
* M.Com(Finance),Mumbai University 2018 (65.40%)
* B. Com, Mumbai University in 2016 (63.85%)
* HSC, Maharashtra State Board of Secondary & Higher Secondary Education in 2013 (57%)
* SSC, Maharashtra State Board of Secondary & Higher Secondary Education in 2011 (70.36%)

**IT SKILLS**

* Conversant with:
	+ SAP (R/3) - FICO Module
	+ Tally
	+ MS Office and Internet Applications

**PERSONAL DETAILS**

* Date of Birth: 16th September 1995
* Sex: Male
* Nationality: Indian
* Languages: English, Hindi & Marathi
* Martial Status: Single
* Address: Virar (W) , Mumbai

**DECLARATION**

I, hereby declare that all the information furnished above is true to the best of my knowledge. I am prepared to relocate myself in any type of working environment.

# Place: Mumbai Yours Sincerely

**Date: (Leon L. Tuscano)**