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

***E-mail:*** [*tuscanoleon1695@gmail.com*](mailto: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**

|  |
| --- |
| * **A consummate professional with above 4 years of experience in:** |
| * **Accounting & Finance Functions - Managing Account Payables & Receivable** * **Managing Petty cash - Liaison & Coordination - MIS reports** |
| * 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. |

**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)**