Ishant Kapoor

Phone**:** (M) **+**91 9911197990, Email ID: ishant89kapoor@gmail.com

**Objective**

A results-driven and focused clerical professional in search of a position that allows for the application of accounting, organizational, financial, problem solving and secretarial skills to achieve corporate goals as well as self-growth.

**Professional snapshot**

Having an MBA degree (Finance & HR specialization) with 6.5 years of experience in Finance and Accounts domain.

**Work experience**

**Agilent Technologies (Currently employed as Finance Coordinator)**

**Finance & Accounts (Accounts Payable)**

**Roles & responsibilities:**

* Receive and verify invoices for goods and services
* Verify that invoices comply with financial policies and procedures.
* Matching with the PO
* Indexing and processing of PO invoices for payment in Oracle and SAP
* Processing of Non-PO invoices
* Resolving vendors’ queries and issues in invoices over email and phone calls
* Passing corrections entries of PO and Non-PO invoices
* Creation and maintenance of backup reports in form of excel file
* Maintain a high level of accuracy in processing vendor invoice.
* Tracking and monitoring the aged items and take effective steps for closure.
* Performing month end activities.
* Supportig in Account Payable Helpdesk in resolving the queries.
* Closing of critical month end activities related to reconciliation of Withholding Tax.

**IBM-Practitioner**

**Finance & Accounts (Accounts Payable)**

**Practitioner related responsibilities:**

* Indexing and processing of Invoices of different geographies i.e. Philippines, Bangladesh and Malaysia in SAP
* Processing of invoices and urgent payments and getting resolution for exception invoices
* Follow-up on Parked or Blocked invoices in SAP
* Speaking to the clients on a regular basis
* Creation of vendor master data
* Intercompany reconciliation
* Supporting in reconciliation of Bank statement as per the process requirement
* Preparation of DTPs (Desktop Procedure) to guide the activities of process and for future references

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**Broadridge Financial solutions**

**Management Trainee**

**Roles & responsibilities:**

* Analysis of invoices
* Data entry invoices for payment.
* Maintaining backup reports after data entry
* Quality check of invoices processed
* Review and design process improvements

**Attainments**

* Knowledge of SAP
* Knowledge of ORACLE
* Handling single FT process
* Learnt process very quickly and started handling things in a month time
* Process improvement ideas

**Education & Projects**

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| Degree/  Certificate | Institute | Board / University | Year of Passing | %Marks |
| MBA | ALGOL School of mgt. | PRIST | 2012 | 86 |
| Graduation | MM.College(B.com) | K.U.K | 2009 | 60 |
| XIIth | NYPS(Commerce) | CBSE | 2006 | 61 |

**Academic Achievements**

* Actively participated in organizing THE NATIONAL SEMINAR in our B School the subject line being ROLE OF THE SMEs IN THE GLOBAL MELTDOWN
* Stood second in Bhangra in talent competition of college
* Won ad- mad show
* Participated in inter- college competition of corporate walk
* Became Mr. cool 2010 of my college

**Computer Proficiency**

* Experience in MS Excel, MS word and basics of Internet

**Hobbies / Interests**

* Listening and interacting with experienced persons
* Dancing
* Travelling
* Painting

**Personal Details**

Date of Birth: 02 Feb 1989

Sex: Male

Permanent Address: F-11, VIPUL WORLD, SECOTR 48, GURGAON

Current Address: F-11, VIPUL WORLD, SECOTR 48, GURGAON