

**Mohd Suleman Abbas**  
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**Career Objective:**

To set new and greater standards for myself in financial services industry and thereby achieving them through highest level of quality, commitment and creativity, leading to mutual growth of self and associates.

**Work Experience:**

S.no	Name of Organization	Department Type	Designation	Period	Total Duration
1.	AIG (American International Group)	RTR-Intercompany	Junior Manager	July 2019- Currently Working	1.4Yrs.

**Job Summary: -**

- **Daily Activity: -**
  1. Working in Record to Report (R-to-R) domain.
  2. Balance Sheet Reconciliation for Onshore Client.
  3. Accrual Booking
  4. Posting of Settlement entries.
  5. Working on ERP SAP
  6. Regular Follow-up of Open items with the Customer.
  7. GL vs SL Reconciliation
  
- **Quarterly Activity: -**
  1. Quarterly Reporting (Premiums and Claims)

**Work Experience:**

S.no	Name Of Organization	Department Type	Designation	Period	Total Duration
1.	Agilent Technologies	Operations (Accounts Receivable)	Finance Coordinator-Expert	October 2016- June 2019	2.9Yrs.

**Job Summary: -**

- Credit Card Reporting
- 100k Reporting
- Preparing RTR Report
- Debit Hit Report
- JV Validation
- MIS Reporting
  
- **Daily Activities-**
  1. Downloading of Bank statement from BOA portal and Citi Bank
  2. Preparing the bank reconciliation (Matching cash balance in SAP with BOA/ Citi Bank
  3. Cash Application for Asia, Europe and US region.
  4. Credit Card Charging.
  5. Credit Card Controls

**Work Experience:**

S.no	Name of Organization	Department Type	Designation	Period	Total Duration
1.	Genpact ltd.	Operations	Process Developer (RTR-Intercompany & Accounts Payable)	December 2013- September 2016	2.9 Yrs.

**Job Summary:** -

1. Working in Record to Report (R-to-R) domain.
2. Balance Sheet Reconciliation for Onshore Client.
3. Using ERP (SAP) for Balance sheet Reconciliation.
4. GL vs SL Reconciliation
5. Intercompany Reconciliation.
6. Posting of Journal entries.
7. Regular Follow-up of Open items.
8. Query handling of on -shore Client

**Job Summary:** - Moved to P2P Audit profile in our team where we handle the two business units (Sweden and UK). There are different controls and checks whether the payment made to the vendors are on the correct vendor accounts.

**• Daily Activity:** -

1. L1 Control
2. Audit mail box
3. DAT Report
4. Service Now
5. Rejection
6. Incoming
7. Web-flow

**• Mid-End Activity:** -

1. Direct Debits
2. SCF
3. Exception Report

**• Month-End Activity:** -

1. Transfer posting
2. IMF VAT
3. GL Recs
4. SOX Control

**Professional Qualifications:**

MBA in finance from Bhartiya Vidyapeeth University in 2012.

**Academic Qualifications:**

S. No	Qualification	Board/Institution	Specialization
1	B.COM	Lucknow University	Commerce
2	12 <sup>th</sup>	ISC	Commerce
3	10 <sup>th</sup>	ICSE	Commerce

**Rewards and Certificates:**

- For Independently handling huge volume and queries for China cluster along with providing support and active participation in team building activities by Agilent.
- AR Social Club Appreciation Q1-FY18 by Agilent.
- AR Social Club Appreciation Q2-FY18 by Agilent.
- 3 Bronze Award on Performance by Genpact.
- Silver Award on Performance by Genpact.
- GFS (Global Financial Services) Award twice.
- Lean Certified – 3 Star on three lean given for the smooth-running process in P2P by Genpact.
- Participation in BVU-Amplify 2011.
- Participation in Sports Event in BVU- Amplify 2012.
- Study in Forex (USD, EURO, INR)
- Java and C++.

**Technical Skills:**

- SAP, ARIBA, LIVE LEDGER, OMEGA, STARS & MS Office

**Personal Information:**

Father's Name : Mr. Murtaza Ali  
Date of Birth : 8th-Feb-1990  
Gender : Male  
Marital Status : Single  
Languages Known : English and Hindi  
Permanent Address : 235/30, Victoria Street , Chowk,Lucknow-226003  
Contact No : 91-9891460054  
Hobbies : football and snooker