

PERSONAL INFORMATION



Shahid Salman

📍 Elavumkudy house, Ponjassery PO, Perumbavoor, Ernakulam 683457
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✉ shahidsalman7@yahoo.com

Date of Birth : 15/03/1996
Marital Status : Single
Nationality : Indian
Known Languages : English, Hindi, Malayalam

CAREER OBJECTIVE

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

EXPERIENCE

Mantle Solutions Private Limited , Infopark , Kochi (Division of EMKE/ LULU GROUP) *29.06.2020 - 31.07.2022*

Invoice Validator

* Procure to pay role (P2P) including validating purchase invoices according to the FTA requirements with accuracy and timing.

*Monthly GR/IR clearing of 60+ hypermarkets across UAE amounting upto 5000 documents per day via Vendor Invoice Management (VIM by SAP)

*Invoice Validation and verification (SAP posting MIRO and MIGO)

*Managed the team on behalf of team lead and coordinate the work by handling e-mails and calls.

*Assisted the Team lead by allocating work among team members.

ILM College of Arts and Science, Perumbavoor

Administrative Assistant

01.11.2019 - 01.11.2020 (1 year)

*Acted as assistant to the college administrator and helped the college administration process by completing the admission procedure , collecting the fee , carrying out other university related clerical duties.

* Accounting the college store transactions.

Mantle Solutions Private Limited , Infopark , Kochi (Division of EMKE/ LULU GROUP) *01.08.2022 - Present*

Accounts Executive

Bookkeeping and record-keeping: Keeping track of financial transactions, maintaining accurate records of expenses and income, and reconciling accounts.

Accounts payable and receivable management: Managing accounts payable and receivable, including issuing invoices, collecting payments, and reconciling accounts.

Communication and collaboration: Working with other departments and stakeholders to ensure accurate and timely financial reporting, and communicating financial information clearly and effectively.

Audit preparation: Preparing documentation and schedules to support audit activities, including liaising with auditors as required.

Tax compliance: Ensuring compliance with tax laws, and preparing tax returns.

EDUCATION

Indira Gandhi National Open University

Master of Commerce
55%

Mahatma Gandhi University

2022

Bachelor of Commerce
5.82

2018

TECHNICAL SKILLS

Accounting
Invoice Management, Invoice Processing
Microsoft Excel, Word, PowerPoint
Tally, SAP (back-end), Vendor Invoice Management

**ACHIEVEMENTS &
AWARDS**

Won the IRON PILLAR OF THE TEAM award
Employee of the month award

DECLARATION

Accounts professional with two years of experience in accounts payable skilled at Invoice management , Multitasking, leadership and team building.