

CURRICULUM VITAE

IRSHAD P

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CAREER OBJECTIVE

Intend to build the career with leading corporate by applying my knowledge, skills, and experience there by seeking challenging and satisfying career and to obtain position with a global business, or professional associations that is seeking individual who can analyze, organize, and manage challenging projects that promote growth through individual and product achievement.

WORK EXPERIENCE

Company: MKH Trading
Company Domain: HR Executive
Duration: March 2019-May 2021

ROLES & RESPONSIBILITIES

- Working on Operations management which involves Onboarding documentations to Exit Formalities.
- Maintaining the internal database through updating of Candidate's profile in Portal and ESIC generations.
- Expertise Grievances and maintaining proof.
- Maintenance of Daily Data Tracker with client confirmation.
- Document collection and BGV processing for various clients.
- Sharing Offer and Appointment letter to the candidates.
- Releasing Relieving, Termination, Absconding and PIP Letter to the candidates.
- Closing candidate profiles by informing them to submit company assets and marking inactive in the portal.
- Looking after the onboarding process and maintaining different trackers i.e., Offer tracker and Master Tracker etc.
- Interview coordination in the frontend at the time of interview drives at the office.

Company: Gallagher Service Center LLP, Bangalore
Domain: Accounts Payable
Duration: Dec 2016 – Jan, 2019

Roles & Responsibilities

- Serving as a member of finance and accounts team - US location
- Review invoices and check request and invoices are reconciled using 3way match (Vendor, Purchase order and Bank) and 2way match (Vendor and Bank) on periodic bases and reconciled statements are bases for retained commission
- interacting and resolving the problems of client via call/e-mail
- Sort and match invoices as per client funds and set up invoices for payment
- Process refund request to the client
- Wire transfers payments to the selected company like AIG (American Intl Group), AJG-UK

- Process Payments such as Check, ACH and WIRE for different companies (Mainly CRC, Swett, Chubb and Hartford carriers)
- Prepare and process accounts payable check to the company
- Monitor accounts to ensure payments are made up to date
- Update ACH records in different International Banks such as Harris Bank, JP Morgan Chase and Bank of America
- Maintaining daily, weekly and monthly client reports
- Addressing rush request received through mails within turnaround time
- Provide training to the new joiners

ACADEMIC QUALIFICATION

DEGREE	INSTITUTE	UNIVERSITY	YEAR OF PASSING
MBA	SDM PG Center, Mangalore	Mangalore University	May-2016
BCOM	Nalanda College of Arts and Science, Perla	Kannur University	June-2014
12th Board	GHSS Paivalike Nagar	Kerala State Board	May-2010

ADDITIONAL QUALIFICATION

- Tally 9.0 - Bharath Sevak Samaj (BSS IT Mission)
- The International Financial Reporting Standards (IFRS)- International Accounting Standards Board (IASB)
- MBA++ - SDM PG center of management studies and research, Mangalore
- Received STAR OF THE MONTH Awards for excellence performance in quality and productivity
Completed GIAC exam conducted by centralizing training team

PERSONAL DETAILS

Date of Birth : May 16th, 1993
 Gender : Male
 Marital Status : Single
 Nationality : Indian
 Linguistic Abilities : English, Hindi, Kannada, Malayalam

PASSPORT DETAILS

Passport Number : L6726393
 Place of Issue : Kozhikode
 Date of Issue : Jan 14th 2014
 Date of Expiry : Jan 14th 2024
 Visa Status : Visit Visa (3 Month)

DECLARATION

I declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted. In case of local references, they will be furnished on request.

Place: Dubai

Irshad P