



Tijo.T

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Brief Profile:

B. Com & 2yrs Full Time MBA (Finance) having more than 2+year experience with Global Logistics MNC into **Finance, Accounts & VAT** with good communication and computer skills.

Working Experience:

Worked with **Maersk Global Service Centers Pvt Ltd**, as **Finance Associate** from 25th September 2017 to till 5th December 2018.

Working with **ATS SHIPPING LLC**, as **Account Executive** from 14th July 2019 to till Present, Handling Cash flow and Fund flow statement, All Carrier Payment in SAP and reconciliation& MIS report in **SAP**.

Job Responsibilities:

- Handling Carrier Payment of **Maersk and Hapag** weekly basis as per their SOA.
- Checking SOA& preparing payment of overdue invoices until due date and sending TT copy to bank.
- Timely co-ordination with customer service team and resolve the invoices which is under dispute or not applicable to pay.
- Handing cheque payment to all other Carrier invoices like **CMA CGM, MSC, WAN-HAI**
- Preparing daily Cash Flow & Fund flow statement.
- Petty cash maintaining & daily closing report.
- Maintaining day to day business transaction in SAP Business One.
- Making journal entry of all petty expenses and miscellaneous expenses in SAP.
- Checking & preparing bank reconciliation statement.
- Preparing Reconciliation& making cheque payment of intercompany Transportation, TOLL, Documentation of ATS General Land Transport.
- Preparing Reconciliation and making cheque payment of DPW&MAQTA(AUH) for TOKEN&VGM expenses.
- job closing of all job files which is receiving from Customer service team.
- Timely close the files and making the MIS report sending to management by monthly basis.
- Preparing Overseas Agency payment& Third-party Transportation payment on weekly basis.

Previously worked with **Maersk Global service Pvt Ltd** as on **Finance Associate** from September 25th 2017 to till 5th December 2018.

Job Responsibilities:

- Exposure in **SAP ERP** Package, Investigating and resolving issues related to Invoicing processing and reconciling the Invoices.
- Invoice Verification and scrutinizing the payments as per norms.
- Timely co-ordination with operation team to get shipping details to confirm the payment.
- Processing of making Purchase entry for required transaction based on Master Rate sheet.
- Exceptional handling of blocked invoices in SAP & Incoming SAP Workflow.
- Timely generation and circulation of reports / dashboards & Preparation of SOPs with exceptions and Process Reporting.
- To identify and provide ideas to simplify the work flow within the team.
- Review the Unpaid invoices and dispute invoices.
- Resolving issues with location through Mail & Office Communicator to respective vendor.
- Internal audit and Process audit experience as member of audit team
- Posting manual entries for the Debit balance payments made for internal entries clearance.

Educational Qualification:

Post-Graduation: Jeppiaar Engineering College, Anna University, Chennai, Tamil Nadu
Degree: MBA (Finance)
Course Duration: 2015-2017
Under Graduation: St. Judes College, Manonmaniam University, Thirunelveli, Tamil Nadu
Degree: BCom
Course Duration: 2012-2015

Personal Details:

Father's Name: Tharthees G.
Nationality: Indian
Gender: Male
Date of Birth: 06/02/1995
Marital Status: Bachelor
Passport No: R3058174& Valid Up to: 26/07/2027
Computer Proficiency: SAP, Tally ERP 9&MS Office (Word, Excel & Power Point)
Language known: -

English, Hindi, Malayalam & Tamil.

Declaration

I (Tijo. T) Hereby confirm that the information given above is true to the best of my knowledge and belief.

Date:

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