



HIGH – PERFORMANCE FINANCE PURCHASE OFFICER AND ACCOUNT MANAGEMENT PROFESSIONAL

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- **Astute and Dynamic Finance and accounts Management Professional** with career advancements of over 6 years, reflecting year-on-year success in strengthening and adding value to the function, providing operational insight. Illustrious history in providing & analysing critical financial data, delivering exceptional leadership, and advising support, and reporting to assist in critical business. Instrumentally prepared the company's financial statements & reports to facilitate the decision-making.
- **Possesses an integrated set of competencies in developing financial policies** to support rapid growth, continuously evaluating internal controls environment, and ensuring that stringent controls and compliance standards are maintained to invest in future sustainable business success and support rapid growth.
- **Experienced in auditing the operations to provide an unbiased & objective view** to the senior management of the organization following international standards.

EMPLOYMENT OUTLINE

Financial Specialist

State Street HCL Services

Apr 2022 – Dec 2023

Key Deliverables:

- Collaborated with management to gather and analyse financial information.
- Prepared financial plans and developed financial models.
- Dexterously functioned as an SME in the RRT Team to resolve the queries' faced by a processor with direct contact with the client.
- Evaluated cost structures and revenue streams.
- Organized reports of RC, Open & PENDS files on a daily basis as an RRT member.
- Sustained records of Counts of all the processors on a daily basis.
- Researched and analysed business trends and prepared financial forecasts.
- Prepared budget reports and financial statements in accordance with professional and regulatory standards. Supported new joiners in processing the trade whenever required.
- Managed customer & client queries and assisted them with proper resolution.
- Functioned on the Issue tracker and cleared the issue with the Onshore client.
- Executed risk modelling and quantified results to advise strategic business decisions.
- Monitored the implementation of financial plans, performed risk assessments, and created adjustments as needed.
- Documented financial processes and presented progress reports.

Senior Associate – Accounts Payable

WNS Global Services, Pune

Dec 2020 – Mar 2022

Key Deliverables:

- Completed payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Steered with wire Initiating on Client Portal, and worked on cancel Payment Request.
- Reconciled processed work by verifying entries and comparing system reports to balances.
- Fixed invoice queries by coordinating directly with vendors.
- Connected with stakeholders via email, telephone, VC, etc.
- Paid vendors by monitoring discount opportunities, verified federal ID numbers, scheduled and prepared checks, and resolved purchase orders, contracts, invoices, or payment discrepancies and documentation.
- Succeeded the accounts payable process, ensuring timely and accurate payments and collections.

Accountant and Purchase Officer

Majestic Perfume LLC UAE

Dec 2017 – Jan 2020

Key Deliverables:

- Provided financial information to management by researching and analyzing accounting data and

SKILL SET

Strategy Development

Finance Management

Accounts Management

Accounts Payable

Purchase Management

Inventory Management

Accounts Receivable

VAT

Reconciliation

Team Management

EDUCATION

CREDENTIALS

- Master in Business Administration from Savitribai Phule Pune University with First Class in 2016.
- Bachelor's degree in Commerce (Finance and Costing) from Mumbai University in 2014.

ACHIEVEMENTS

preparing reports.

- Prepared asset, liability, and capital account entries by compiling and analysing account information.
- Documented financial transactions by entering account information.
- Recommended financial actions by analyzing accounting options.
- Summarized current financial status by collecting information and preparing balance sheets, profit and loss statements, and other reports.
- Sourced materials, goods, products, and services and negotiated the best or most cost-effective contracts and deals.
- Performed inventory inspections and reordered supplies and stock as necessary.
- Conducted market research to keep abreast of emerging trends and business opportunities.
- Administered the quick book and manual filing systems' financial databases using computer software.
- Created a purchase order and followed up with the supplier on the raised purchase order.
- Managed the seamless operation of the business within the organization.
- Collaborated monthly payments with customers.
- Acquired cash payments from local customers and provided them with a receipt.
- Succeeded the accounts payable/receivable process, ensuring timely and accurate payments and collections.

- Stars behind the Screen.
- Certificate of Achievement.
- Certificate of Appreciation.

PERSONAL DOSSIER

- **Languages Known:** English, Marathi and Hindi.
- **Marital Status:** Married
- **Passport No:** Y9354889 valid up to 20th Sep 2033.

PRIOR WORK HISTORY

Cashier and Sales Officer

Sunder Medical Agencies, Chiplun Maharashtra

Aug 2017 – Nov 2017

Transaction Processing Associate

Mphasis

Jun 2016 – Jul 2017