**Jared Solomon**

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| ● 177 Glenforrest DR Thornhill ON L4J 8K4 ● 416-8382-217 ● xxx@hotmail.com |
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**enterprising, hard-working and technically skilled** known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers. Career spans 9 years of experience in Accounts Payable, International Trade and other industries. Backed by solid credentials (Oracle Financials) and proficiencies as well as MS Office Suite, ERP systems.

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| **Key Skills** |
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| * Accounts Payable Processes & Management * Invoices/Expense Reports/Payment Transactions * Vendor Negotiations, Sales and Product Marketing * Spreadsheets & Accounting Reports * Import Export knowledge | * ERP & Financial System Technologies * Journal Entries & General Ledger * Teambuilding & Staff Supervision * Trade Finance |

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| **Professional Experience** |
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[**Amber Road - Powering Global Trade**](http://www.amberroad.com/)**, Bangalore India**

**Trade Finance Operations**

Identify value, origin, and Harmonized System (HS) .Research and maintain accurate HS#’s & duty rates. Uploading ECCN and HS master data in Trade Wizard and maintain master classification tables. Monitoring the websites for landed cost, import/export and ECCN updates. Timely maintaining and uploading the customs tariff in our database. Work closely with Customs of respective countries for latest updates.

* Managing contents for EMEA/North AMER region for Trade Automation & Trade Wizard application
* Research and analysis of valid and authorized data sources
* Keeping tag on IMEX, TRQ, Embargo Sections and other different controls and updating same in application
* Analysis and interpretation of Trade documents for compliance and Import / Export regulations or Acts
* Analysis and interpretation of default duty rates/preferential duty rates/Excise/VAT/Other taxes and fees/ Tariff rate quota/Permits/Licenses/Prohibitions
* Calculation of Landed cost of Goods and commodities
* Proactive maintaining the latest data as per the updation made on government websites
* Regularly calling local authorities for confirmation and clarification
* Handled all the queries and issues in Sales Force
* Involved in UAT (User Acceptance testing)
* Creating Product test scenarios on up gradation of Trade applications
* Product testing (QA /Prod)

**Oracle India Private Ltd, Bangalore India**

**Accounts Payable Specialist,** 2006 to 2009

Handled daily A/P processes; supervised A/P clerks; managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions. Maintained adherence to corporate, accounting; addressed escalated issues from employees and vendors regarding accounts payable; and ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.

***Key Results:***

* Managed the accurate and timely processing of invoices for EMEA region. Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.
* Worked on i11 and R12 Oracle software
* Implemented next-generation technologies and process automations (including new EDI and ERP systems) to foster an environment of continuous improvement. Trained users and served as the primary “go-to” troubleshooter on these new systems, which propelled efficiency gains and significant time- and cost-savings.
* Facilitated “no-fault” internal and external audits as a result of sound recordkeeping and thorough documentation.
* Composed effective accounting and ad-hoc reports summarizing A/P data for supply chain
* Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages
* Resolved months of backlogged work, restored order and organization to processes/records in disarray, researched and solved billing problems and corrected invoicing and journal entry errors that had previously been missed
* Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers
* Recognized and Rewarded as Best employee for ensuring timely, correct payments for all goods/services received
* Prepare batches of Invoices for the data entry in the system

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| **Professional Experience** *(continued)* |
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**Oracle India Private Ltd, Bangalore India**

**Order Management Contracts Specialist**

Provides administrative support for the accounting function including the areas of general ledger, accounts payable, accounts receivable, fixed assets, and inter-company transactions .Verifying records, data entry, generation invoices and purchase orders, basic journal entries, balancing A/R or A/P records, process expense reports and other administrative tasks. Research and respond to internal or external inquiries; working closely with local subsidiaries finance staff.

***Key Results:***

* Experience payment and booking invoice scanned by local country
* Experience Emea Region and deal with all LFYS(License and first year support)Orders
* Involved in remote transition program for LFYS
* Have successfully transitioned the contract specialist role to GFIC from Local country
* Providing high-level customer service to Oracle VAD Customers via E Mails, Calls and Chat Tools
* Following up with different departments like Accounts Receivables, Collections, CDI, and Cash Applications etc. for closing the Sales Order
* Involved in UAT (User Acceptance Testing) for R12
* Experience in working closely with Compensation Team to settle down the issues raised by the Sales Team
* Rebuilt trust with vendors/suppliers, repairing damaged relationships by ensuring timely, correct payments for all goods/services received.

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| **Education** |
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**Bachelor of Commerce,** 1998 Mumbai University

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| **Technology Summary** |
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MS Office (Word, Excel, PowerPoint) ● Oracle ● Windows (all)

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