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**SME in ACCOUNTS RECEIVABLE** Email**: shafeekahamed1990@gmail.com**



ACCOUNTING & FINANCE MANAGEMENT

Seeking challenging managerial level assignments with reputed BPOs



**Profile & Strength**

* **8.5** years of professional work experience in the field of BPO & Oil Industry – **Cash applications, Reconciliation, Billing, Collections with reporting**.
* Green belt project benefiting $2 Mln working capital savings to the organization to ensure continuous improvement of the process.
* Establishing and refining procedures, systems and documentation currently in place to ensure global consistency / SOX Compliance / **GAAP** and SEC Compliance
* Performing Sub-Ledgers to GL reconciliation, Review balance sheet, Review profit & loss variance.
* Expertise in overall functioning of Accounts billing & collection processes.

**Core Expertise**

* Strong FI expertise in **Accounts Receivable FI-AR and Asset Management, ASAP Methodology, Cost Center Accounting, Cost Element Accounting**.
* BPO Operations – **SAP (MSAP & TSAP)**, Cash flow applications, Reconciliation, Billing and revenue, Collections with reporting, Record-to-Report, Cash Forecasting, GL & AP.
* ERP Tools : SAP FICO , Endur
* MS Office : Word| Excel| Powerpoint.
* Team Management and Training
* Stake-holder Engagement & Sharp Analytical Skills
* Good Interpersonal & Communication Skills

**PROFESSIONAL EXPERIENCE**

* SME in **Shell India Markets Private Limited** from Sept 2015 – March 2021.
* Process Associate in **Cognizant Technology Solution** from June 2012 – Sept 2015.

**Project #1:**

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| --- | --- |
| **Company Name:** | **Shell India Markets Private Limited** |
| **Designation :** | **SME** |

**Responsibilities:**

* Handling Monthly/Quarterly/Yearly reconciliation, Reporting & Accounts Receivable processes.
* Generating Invoices worth of around $3 Billion per month within TAT.
* Daily check of the AR Interface (reviewing reports / following up on errors)
* Interfacing with Client, Operation team overseas on query related to payments.
* Preparation of the monthly Royalty Balance Sheet Reconciliations for multiple Entities
* Running of specific AR reports on a monthly basis
* Managing & monitoring the performance of team members to ensure efficiency in process operations and meeting of individual & group targets.
* Continuously monitoring under performer and providing relevant feedback to upskill the team member
* Process, Interaction with Customer & Stakeholder’s engagement. Managing a team of 6 team members who is handling receivable & reporting.
* Clearing Trade book to Finance imbalance by working with internal & External stakeholder
* Interfacing with customer and operations on query handling and resolving them in minimum TAT.
* Managing and supporting the team members for overall unbilled invoices along with the detailed explanation.
* Validating the exceptional cases (manual invoice/provisional) and getting it fixed with line manager approval
* Ensures all process documents / SOP are reviewed on a quarterly basis.
* Tracking all process exceptional and make sure all those are updated in the process documents.
* Providing extensive process training and KT session to newly joined members.
* Supported Blueprint team in providing all the necessary inputs for AR for Endur Migration activities.

**Project #2:**

|  |  |
| --- | --- |
| **Company Name:** | **Cognizant Technology Solutions** |
| **Designation :** | **Senior Process Executive** |

* Lockbox Cash Processing - Allocation of cash to the team members and ensure maintaining 100% SLA.
* Preparing SLA report; Error Report; Report to show Missing Remittance. Circulating the reports to the customers on weekly basis.
* Preparing root cause analysis report and sharing with team to avoid the same in future.
* Preparing and presenting the weekly monitoring and productivity report to the TL\TM
* Forecasting and Month-end Accounting Closer responsibilities.
* Keeps the unapplied and unidentified cash levels in controllable limits
* Handling intercompany and Refund process
* Make effective independent decisions, and coordinate all day-to-day Process functions.
* Taking care of End-to-End cash application team till the Cash applied to Customer Account.

**Awards across Career path:**

* Recipient of 4 Special Recognition Award for Consistent and Exceptional Performance.
* Appreciated by Senior Management Team and onshore team for my excellence in the performance and that has been published in the Management official portal.
* Won EVP award once in reducing the E2E cycle time and increasing the on-time payment by focusing on various strategies.

**EDUCATION**

* Bachelor of Commerce in Madras Christian College, Chennai – Year 2012.

**Declaration**

I hereby solemnly affirm that all the information furnished by me is true to the best of my knowledge and belief.

Place: Chennai

Shafeek Ahmed S