

## *(Curriculum Vitae)*

**Mahendra Sharma**

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### **CAREER OBJECTIVE:**

*Demonstrate strong attributes and commitment in my Domain. Aligning my goals with the Process goals. Seeking to leverage my technical and professional expertise to grow in the new role at your company.*

### **GENPACT (1<sup>st</sup> May 2023 to UpToDate)**

**Assistant Manager(O2C)**

**Master Data & Contract Management**

#### **JOB PROFILE:**

*CDK has outsourced their business to Genpact, and under a talent transfer I have been moved to Genpact.*

*Managing team of 8 Team persons.*

- *Responsible for Knowledge transfer to new hire.*
- *Creating SOP for Customer and Vendor Master Data.*
- *Creating Process Map for Customer and Vendor Master Data.*
- *Working on different projects of data cleansing.*

### **CDK GLOBAL (11th Oct 2018 To 1<sup>st</sup> May 2023)**

**Senior Analyst (O2C)**

**Master Data & Contract Management**

#### **JOB PROFILE:**

- *Researching client address on websites to confirm everything going into database is accurate and within compliance.*
- *Handling the team queries and working as SME with them to ensure the accuracy of master data.*
- *Working on client refunds, digital refunds, matching gifts and working with procurement team to set up Vendor in Oracle.*
- *Approving the New Party & New Account request of contracting team.*
- *Reviewing Bad debt write off report & recovery report for reactivation of party & account.*
- *Approving new group request for related party's in Salesforce by researching their websites.*
- *Establishing the main branch relationship in cmfs.*
- *Worked on Contracting part by Validating terms with available evidences.*
- *Team management, Monthly score card and feedback to each team member*
- *Handling critical business issues and sharing root cause analysis to stakeholders.*
- *Maintaining learning log and issue log for the whole process and sharing with business on weekly call.*
- *Working on MDG process and attending UAT calls on regular basis.*
- *Working on material master part and creating Items in SAP.*
- *Part of implementation of new ownership change cloning process.*
- *Mass deactivation of cobalt cmfs*

### **Projects:**

- Part of the projects for missing manufacturers.
- Worked on data cleansing projects for aligning parties to the correct region and segments.
- Participated in Dealer code project and added missing dealer codes to the delayers.
- Vendor Hub and Oracle EBS to Oracle cloud/Oracle Fusion migration. Worked on the migration and part of testing sessions (UAT). Worked on testing scripts and ensured smooth transition at CDK Global
- Migration of Peoplesoft 8.4 to PeopleSoft 9.0 at AON Hewitt. Worked in Superuser role and ensured smooth transition.
- Worked on Under construction parties project and W9 Audit project.

### **WNS GLOBAL SERVICES PVT LTD (4th Jul 17 To 5th Oct 18)**

### **AR (Cash Applications):**

#### **Sr. Process Associate:-**

*This process deals with account receivables activities for all 45 divisions/ Manufacturing plants. Work consists of cash application, deductions, order & credit management, collections as per global accounting rules, all the adjustment offset entries are processed at our end.*

#### **JOB PROFILE:**

- Cash Application
- Offer assistance on matters involving application of cash
- Monitor cash which is unapplied
- Carry out internal research on authenticities of payments
- Investigate payments which are unidentified, lost, or not accepted at the point of payment
- Respond to trends on cash which is unapplied
- Responsible for reconciling and reporting accounts
- Handle improvement plans in the application process of cash.
- Monitor records, documentation, and book keeping.
- Offer support and seek advice from other accounting departments

#### **Other than KPI:**

- Providing training to new team member
- Worked on cash application automation project.
- Taking initiative in month end activity
- Worked on duplicate entry project

### **SOPRA STERIA INDIA PVT LTD ( 24 Mar' 14 To 30 JUN' 17)**

### **(Accounting to Reporting - VAT & TAX)**

#### **Process Associate - NHS SBS (UK VAT)**

*This process deals with reconciling GL codes required by various NHS Organizations in UK for their day to day input & output transactions. Work consists of analyzing copies of the invoices to identify input & output vat as per UK VAT Law & NHS VAT Law, reconcile GL codes in the agreed format with NHS, prepare & upload the journal entries for the required adjustments, send the vat returns to the clients for HMRC submission.*

#### **JOB PROFILE:**

- Process deals with Analyzing various input & output transactions for the client to determine the recovery of VAT paid to the HMRC
- 300+ NHS Healthcare clients are dealt with team strength of around 25 members
- Detailed knowledge of UK& NHS VAT law and compliance of same while dealing with the transactions.

- Complete analysis of input output transactions and complete reconciliation of the various GL codes within the prescribed format of NHS
- Preparing the Journal entries for the recoverable invoices and adjustments, to upload them into the Oracle.
- Preparing VAT Reconciliation Statement with respect to 5 different VAT control accounts.
- Preparation & submission of GL Reci Pack of different VAT control accounts and reconcile them.
- Coordinating with UK SBS counter parts and resolving all VAT related issues within prescribed SLA.
- Set the VAT codes into Oracle.
- Distribution Holdings: It includes verification, calculating VAT & successfully clearing invoices for payments.
- Schedule the monthly production cycle, also to accommodate UK counterpart's early requests.
- Update the VIS & VMF as and when required.

### **Tools:**

- Working knowledge of MS-Office (MS-Excel, MS-Outlook and MS-Word)
- Oracle Cloud\Oracle Fusion
- Salesforce
- PeopleSoft 9.0 Finance
- IBM Lotus Notes
- Oracle EBS
- Customer change Form
- Data Warehouse

### **Achievements:**

- Value Cads,
- Green Card for Highest Accuracy,
- 2 Time STAR Award for consistency.
- 1 Time GEM Award
- League of Champions

### **Trainings:**

- Service Excellence
- Feedback Management
- Time Management

### **Internship :**

Organization : Vikamshi Fabric Pvt. Ltd.

Period of Work : 2 Month

Project Title : Ratio Analysis

Key Objectives	Key Achievements
<ol style="list-style-type: none"> <li>1. To study the present financial system</li> <li>2. To determine the Profitability, Liquidity Ratio</li> <li>3. To analyze the capital structure of the company</li> </ol>	<ol style="list-style-type: none"> <li>1. Understand the balance sheet</li> <li>2. Understand the various types of ratio</li> </ol>

**Personal Details :**

*Date of Birth* : 22/05/1991  
*Marital Status* : Married  
*Languages* : English, Hindi

**Education Qualification**

<i>Degree</i>	<i>Specialization</i>	<i>Institute/College/School</i>	<i>University/Board</i>	<i>Year of Passing</i>	<i>Percentage</i>
<i>MBA</i>	<i>Finance</i>	<i>IICMR College, Pune</i>	<i>University of Pune</i>	<i>2014</i>	<i>59.25%</i>
<i>B.Com.</i>	<i>Economic</i>	<i>G.S. College, Khamgaon</i>	<i>Amravati</i>	<i>2011</i>	<i>53.55%</i>
<i>Std XII</i>	<i>Commerce</i>	<i>Kela Hindi junior College Khamgaon</i>	<i>Amravati</i>	<i>2008</i>	<i>64.50%</i>
<i>Std X</i>		<i>Kela Hindi High School Khamgaon</i>	<i>Amravati</i>	<i>2006</i>	<i>43.73%</i>

**COMPUTER Proficient:**

- *Diploma in Office Automation*
- *Excel*
- *SAP (Learning)*

**STRENGTH**

- *Best Team Player*
- *Hard Worker*

**EXTRA CURRICULAR ACTIVITIES**

- *Participation in Drama and skits*
- *Playing Cricket*
- *Bike Riding*

**Declaration**

*I hereby declare that the above-mentioned information is true to the best of my knowledge.*

*(Mahendra Sharma)*