##   JENCY ABLE

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**Vazhakala, Kakkanad Po,**

**Cochin -682030**

PROFESSIONAL OBJECTIVES:

A successful and result driven professional with a demonstrated history of working in various shared service centres of SaaS, Banking, and shipping industries seeking an opportunity within F&A Operations.

KEY EXPERTISES:

* **Accounts Receivable Activities** – Order to Cash Master data updation ,billing, Pricing and disputes Management, Billing review, budgeting , Forecasting and Projects Vs Billed analysis.
* **Project Controlling & FPNA Activities** – Revenue & Cost Budgeting, Forecasting, Variance Analysis & Generation of meaningful insights, financial statements review & Reconciliation, past trend analysis, Revenue recognition & Cost Control.
* **Accounts Payable Activities** – PO creation, Invoice validation and processing of invoices, vendor disputes management.
* **Project Management** – Client Account Management & Reporting
* **Contract Management** – Contract review, documentation, Change order management.
* **Business Partnering & Client Management** – – SLA & TAT Management, Client support, Support to internal & external stakeholder in business strategies, financial analysis etc.
* **Team Management**
* **Data Analysis, Reporting & Presentation –** Data summarization and preparation of presentation for showcasing financial outcomes
* **Technical Skills –**
* **ERP: S**AP R/3, SAP Business Objects, SAP Business Warehouse, NetSuite
* **Databases:** Oracle Data base
* **CRM:** Salesforce
* **Other Applications:** Expensify, Concur, MS office, Google Sheets, SharePoint, Ecom, E-invoicing portals like OB10- Tungsten, Ariba, Shopping card

EDUCATIONAL QUALIFICATIONS

* Bcom from Mahatma Gandhi University with 82% marks -2005
* Advanced diploma in computer software technology - ET&T computer education 2006

WORK HISTORY:

I have 12 plus years of experience in various F&A towers with 2 years in Team Management.

**NGA HR INDIA PVT LTD. Designation: Sr. Specialist – Finance (TL4)**

**Location: COCHIN, INDIA Dec 2016 – Jan 2019.**

**Job Role: Team Lead - E2E O2C Billing, Project Controlling & Reporting Activities**

**Invoicing Activities (Order to Cash)**:

* Creation of Contracts, sales order and billing plan in system, customer invoicing for Time& Material, Milestone, Subscription, Maintenance, Recurring and fixed type billings, PO tracking & renewal.
* Billing forecast preparation and analysis based on Projects Vs Billed on a monthly basis.
* Reviewing invoicing data and preparation of invoicing report at Budget rate and current rate to report the run rate of billing for GBU.
* Responsible for preparation of billing instruction and getting approval from client.
* Circulation of invoicing report from SAP business Objects daily to Senior leadership team to showcase the progress in billing with special attention to billing to revenue conversion ratio, billing value at budget rate and at current rate, run rate of billing project wise etc.
* Preparation of order book and sales opportunities in pipeline report to identify the upcoming contract opportunities and upfront billings.
* Creation and updating of Project pricing models and indexation based on contract clauses.
* Sales commission data preparation based on revenue generated .

**Contract management:**

* Contract review and interpretation of financial clauses.
* Validation & Approval of draft contracts and Change orders to verify the pricing.
* Cheat sheet preparation for active sales contracts to enable quick reference guide for billing.
* Contract repository maintenance.

**Expense Management**:

* Expenses reconciliation and recharging billable expenses for projects as per agreement.

**MIS Reporting:**

* Preparation of revenue Report, Accrued revenue report, Invoicing report, DSO Ageing report, KPI Charts, Root cause analysis PO renewal reports, Intelligence dashboard and other decks required by management

**People Management**:

* Handled a team of 13 Analysts.
* Identification and recruitment of key talent for the team.
* Provided financial acumen training to team members & Performance Management of the team.
* Managed small projects which aimed at improved revenue recognition and assurance.
* Supported various corporate finance activities including Auditing, cash forecasting, cash flow analysis, evaluation and execution of cash management strategies like early settlement discounts etc.

**ATOS INDIA PVT LTD Designation: Consultant**

**Location : CHENNAI, INDIA Jan 2015 - Dec 2016**

**Job Role: Financial Analyst - Project Controlling Spend Control & Reporting**

**Project Controlling & Reporting:**

* Transitioned Project controlling activities by onsite transition and ensured smooth Go Live.
* WIP report preparation and sending to Accounting team for accrual & Deferral Cost& revenue journal posting.
* Internal Client operational P&L review with Account Manager for REV, COS & SG&A items.
* Sales pipeline reporting to Finance business Partner for sales and identification of upfront billing.
* Billing instruction preparation for completed services based on Contracts and SOW.
* Time sheet approval and correction of time sheet data.
* PO creation and process approval for purchase. Invoice validation based on work orders and booking the invoices in to the system, Vendor disputes resolution.
* Create invoices in the system for self-billing invoices for recognising revenue.
* Balance sheet reporting and cash flow analysis on monthly basis in order to improvise cash position.
* Performed project wise head count analysis per service line and reported billable utilization of workforce to business leads to measure resource utilization of various service lines and to optimize the utilization by mixing the skill sets from various service line with focus on cost reduction and improvement.

**Capex Budgeting &Forecasting (Reselling):**

* Preparation of Annual budget for Capex investments to identify and report the capex spend needs of various service lines.
* Quarterly capex forecast to define the monthly capex requirement and comparison with actual spend after MEC to determine the variance and provided clear and concise report on variance analysis explaining the reason for variance.
* Reported forecast for Cash flow from investment activities to Regional Treasury manager for Cash flow forecast.
* As a Member of Spend control board, I had ensured that investment proposals are within the company’s policies, procedures and approved guidelines.
* Handled the commercial investment proposals from finance point of view for approval. This includes reviewing the business case for its accuracy, getting internal finance stakeholders approval and feedback and circulating the response back to business for further processing.
* Responsible for preparation of comparative analysis for sale & lease back, Lease vs Buy etc.
* Assisted business in preparing business case proposal with focus on Margin, NPV, IRR and Payback Period.
* Off Balance sheet reporting for leases to Group finance team

**MAERSK GSC INDIA PVT LTD Designation: Sr. Associate**

**Location: CHENNAI, INDIA April 2010 – Dec 2014**

**Job Role: Accounts Receivable Sr Accountant O2C Billing & Dispute Management**

* Transitioned dispute resolution process for Scandinavian disputes through onsite transition. Ensured proper documentation & Sign off for the process.
* Registration of disputed invoices in the system, conducted investigation and issued credit note and new invoice if dispute is valid.
* Root cause analysis for the dispute and identified Preventive and corrective actions and reported to senior leadership with actionable insights.
* Report extraction for unbilled sales order, rectifying the technical and delivery issues for the sales order and

Move the sales order for invoicing.

**WIPRO BPO LTD Designation: Finance Officer**

**Location: CHENNAI, INDIA Aug 2008 – Apr 2010**

**Job Role: Accounts Payable Accountant – Invoice processing**

* Validation of vendor invoices and booking the invoices to the system by proper coding.
* Matched PO and Non PO invoices based on contracts or work orders by three way and two way match check.
* Reporting the payment disbursement status to vendors on a daily basis to top management**.**
* Registration of rejected invoices as dispute in the system and resolving it with Vendors.
* Travel expense validation and approval for payment based on credit card statement reconciliation.

**PERSONAL DETAILS**

**DOB**  : 23-11-1984

**Marital Status** : Married

**Languages Known** : English, Malayalam, and Tamil

**I hereby declare that information given above are true to the best of my knowledge and belief.**

**JENCY ABLE**