###### **Syed Mujtaba Razi**

**Management Trainee with 6+ years of Work Experience**

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| **Synopsis** |

* A dynamic professional with experience in **Credit Management, Risk Management, Accounts Receivable, Operations and Training and Development**.
* Gained experience in providing training and monitor continuous improvement of team processes in order to achieve an effective and efficient way of working.
* Proactively manage personal development, in order to increase performance level and provide opportunities for career development
* Re-organized a system to make the process work more efficiently
* Contributed to outstanding credit management with 100% SLA by identifying the root cause of the problem and eliminating it
* Audit customer behaviour in their payment trends and do forecasting accordingly for all active accounts and identify all collection issues and assist in appropriate resolution.
* Possess excellent interpersonal, communication and analytical skills with demonstrated abilities in customer relationships management.
* Insuring the order is credit released for delivery on time at the customer end.
* Helping the cash application team to apply the payment that needs to be allocated per invoices.

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| **CORE COMPETENCIES** |

* Proficient in MS Office Suite
* SAP Fico PN1 Module
* Tally 9.0
* Business Planning & Control Systems (BPCS)
* Demantra (Rebates & Discount)
* Claim Management
* Efficient in multitasking
* Able to meet tight deadlines and address different client concerns.
* Analytical and Computer skills with good working knowledge of standard MS Software and good knowledge of general ledger procedures

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| **PROFESSIONAL EXPERIENCE** |

**Genpact India Pvt Ltd. (Hyderabad, India)**

**(October 2016 - current)**

***Management trainee***

* Specialized in analysing credit data and financial statements to determine the degree of risk involved in extending credit customers.
* Conduct thorough analysis of financial statements and assessment of credit requests, including new requests, change requests, refinancing and annual due diligence
* Evaluate customer records and recommend payment plans based on earnings, savings data, payment history, and purchase activity.
* Manage all customer accounts to make sure the payments are coming according their payment plan. Monitor and reconcile all over age accounts.
* Organize all internal and external customer accounts and identify all collection issues and assist in appropriate resolution.
* Prepare and analyse all financial reports and develop models for key indicators.
* Audit customer behaviour in their payment trends and do forecasting accordingly for all active accounts and identify all collection issues and assist in appropriate resolution.
* Providing credit to customers based on their approved claims related to damage and pricing.
* Insuring the order is credit released for delivery on time at the customer end.
* Helping the cash application team to apply the payment on time that needs to be allocated per invoices.
* Identify and research discrepancies between bank account balances, and / or general ledger and sub ledger.
* Provide assistance during internal and external audits to provide support for audit requests
* Perform Daily and monthly balancing of assigned operating units including assisting with closing the AR sub-ledger
* Reconcile cash – Balance Accounting system funds against bank deposits
* Prepares ad-hoc reports that will identify operational issues or provide visibility
* Reconcile general ledger – Prepare all general ledger reconciliations.

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| Noteworthy Contribution |

* Awarded with silver award in Genpact town hall.
* Contributed to outstanding credit management with 100% SLA by identifying the root cause of the problem and eliminating it.
* Received client appreciation emails.

**Accys Management Services Pvt. Ltd. (New Delhi, India)**

**(April 2015 till August-2016)**

* Dealing with Accounts Receivables & Collections of Sales Tax Declaration Forms (C-form, TDS etc.)
* Responsible for the effective and efficient workflow and performance of the Accounts Receivable Team against defined goals and objectives, in order to ensure an excellent service is delivered to the business.
* To be responsible for providing training and monitor continuous improvement of team processes in order to achieve an effective and efficient way of working.
* To proactively manage personal development, in order to increase performance levels and provide opportunities for career development.
* Assisted the leadership in drafting an effective workflow of the team against the defined goals and objectives
* Handling & preparation of MIS & dashboard Report.
* **Previous Employer: RNS Consulting**

**(Dec’13 – Feb’15)**

**Designation: Accounts Executive.**

**Duties & Responsibility for Accounts Executive**

* Perform daily entry of accounting and weekly perform checking and updating.
* Generate client billing for various projects.
* Review the details provided by managers, distribute the payments and edit billings.
* Enter posting of purchase, sales, payment, receipt collection & journal voucher.
* Verification of bills & reconciliation of total turnover.
* Bank, Debtors & Creditors Reconciliation.
* Maintain cash transaction & petty cash book, preparing cash.
* Day to day cash & bank transactions.
* Maintain Balance sheet & profit & Loss

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| **EDUCATIONAL CREDENTIALS** |

* B.com (Generals), Osmania University, Hyderabad (2008-2011)
* Intermediate- Board of Intermediate, Hyderabad (2006-2008)
* 10th From S.S.C Hyderabad
* MBA Finance and Marketing, Osmania University (2012-2014)

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| **Personal details** |

**Address**: 18-8-242/A/34 Moin bagh, Santosh Nagar, Hyderabad-59

**Voice**: +91 9560640768

**E-mail**: [Syedmuj7@gmail.com](mailto:Syedmuj7@gmail.com)

**D.O.B**: 23rd March 1991

**Nationality**: Indian

**Languages**: English, Hindi, Urdu

**Marital Status**: Single

***I hereby certify that the above stated information is true to the best of my knowledge & belief.***

***(Syed Mujtaba Razi)***