

MOHAMMED ARIF

SYSTEMS REPORTING AND SUPPORT ANALYST-2

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City name, Bangalore, 560060

SUMMARY

IT Professional with 8.5 years of experience encompassing a wide range of skill set, roles, and industry verticals. An **accounting and reporting** professional having experience in project accounting for more than 5 years which includes accruing revenue on projects and generating invoices, setting bill rates, timecard adjustment, raising purchase requisition, PO, and auditing.

SKILL

- Advanced Excel (VLOOKUP, Pivot, Concatenate, Data Validation, Data Visualization, IF)
- Oracle EBS Application R12
- Project Accounting, Project maintenance.
- Oracle Project Billing
- Excel Macros
- Data Extraction, Data Transformation, Data Modelling (ETL)
- Power BI
- Reporting
- Process documentation
- Excellent written and verbal communication skills
- Purchase Requisition
- SharePoint
- Time and Expense Adjustment

EXPERIENCE

Systems Reporting and Support Analyst-II

JAN 2017 – PRESENT

CSG INTERNATIONAL / Bengaluru.

- Setting up bill rates on the projects.
- Recalculating cost/revenue for lines on the project.
- Creation Cost Centers in Oracle.
- Creating Oracle projects using Oracle EBS and maintaining the project.
- Updating monthly revenue Actuals and Project Forecast load from Oracle EBS to TM1 monthly.
- Updating Bill to and Ship to address of customers on project.
- Creating tasks on project.
- Have prepared On Call incentives report and published to stakeholders.
- Resolving project and timecard related issues raised by Project managers and employees.
- Failed Invoice validation for AMER and EMEA region.
- Prepare MUT report based on data extracted from Oracle EBS and OBI.
- Performing timecard entry and adjustments of employees and contractors.
- Have been raising purchase requisition in Oracle.
- Testing Oracle EBS application while new version of Oracle is available.
- Performing internal audit for the requests processed by team.
- Tacking and closing inactive projects with PM approval.
- Supporting and collaborating with different teams to get the work completed.
- Creating process documentation.
- Training team members on various process related activities.
- Worked on Credit card transaction failure activity.
- Experience in Extracting, Transforming and Loading (ETL) data from Excel, various other data sources like share Point and Excel.
- Created different tabular reports using Power BI features and enhanced them based on management requirements.

- Accruing revenue on the projects and Generating Invoices for the customers (FP and T&M Projects).
- Processing Cross Functional Team audits.
- Processing/Transferring the Time and Expenses of the consultants within the same project to different tasks and transferring the T&E entered by the consultants to different projects.
- Analyzing and Extracting Unbilled Aging Revenue report and de-booking the same on projects with appropriate LOB approvals (UBR/UER).
- Setting up of Bill rate for consultants and contractors by validating the resource level and the bill rate with that of contract.
- Changing Cost Centre of the projects with Operation Manager's Approval.
- Processing Off-cycle Invoicing request which needs to be invoiced to the customer on the same day.
- Transferring of funds from one project to another project.
- PAB (Pre-Approved Batches) Entry & PAB Reversal on behalf of consultants.
- Funding the projects for the amount specified in the contract.
- Closing Fixed Price, time and Material and ICR Projects.
- Handling Team of 8 Analyst's by Guiding them in completing the work assigned in the stipulated time.
- Processing Audit for Latin American Division and Northern American Division Team.

Additional Responsibilities-

- Identifying Inactive Projects and Informing project manager regarding the same.
- Trained new joiners regarding process.
- Providing Revenue for Non-automation FP projects by validating manual POC (Percentage of Completion).
- Processing revaluation on FP and TM (Multicurrency) projects (Monthly Basis).
- Constant communication with LOB via phone and E-mails.
- Provided support to other teams during month end and quarter ends due to high volumes.

EDUCATION

BANGALORE UNIVERSITY

2014

CMR Institute of Management Studies

Bengaluru, IN

- Master of Business Administration (MBA)

GOA UNIVERSITY

2011

MES College of Arts and Commerce

Goa, IN

- Bachelor of Commerce (B.Com)

CBSE BOARD

AUG 2008

Kendriya Vidyalaya No. 1, Vasco

Goa, IN

- 12th Standard (Pre-University)

ACHIEVEMENTS

CSG International Private limited

- Was recognized as Captain Experience Superhero.
(Who goes above & beyond to support peers as well as drive and embed culture efforts within their teams. You are superhero because nominator says, "You're a great person to work with and I truly appreciate the time and effort you put in to help me on the ADR & TM1 assignment which was a very critical one."
- Received "World of Thanks" for supporting Global Desktop team.
- Received multiple appreciation from manager for being a Quick backup, training, Documentations, trusted team player.

PERSONAL INFORMATION

DOB: 27-Nov-1990 **Gender:** Male **Marital Status:** Single **Nationality/Citizen:** Indian

I hereby declare that the above details furnished by me are true to the best of my knowledge.