13 Years of expérience in Auditing /Accounts Payable Specialist / Intercompany/HR Tax & Payroll Analyst

AJI

AJI.325835@2freemail.com

**OBJECTIVE**

To play a pivotal role in the Financial & HR operations of an organization, executing the assigned task with responsibility and in the process contribute significantly towards its growth and development by fully utilizing my experience and knowledge of systems, accounting and HR experience.

# ACADEMIC

* MBA (Finance), Tamil Nadu Open University 2014.
* Bachelor of Commerce, Mahatma Gandhi University, Kerala, 2000.

# Professional Profile

* Seasoned Professional with Excellent and Rewarding career of 13 years of experience in Manufacturing, Communication, Software & Services Industries and has included accountability for the Processing of Up to 21,000 ($ 80 M) invoices for Accounts Payable and 6000 ($70M) invoices for Intercompany transactions per month.
* Currently **International Assignee Tax and Payroll Analyst** withGlobal Mobility Compensation Operations, **IBM India Pvt Ltd**, handling United Kingdom, Ireland and Germany Inbound and Outbound assignee’s.
* Process Simplification, Automation, Process Standardization, Project Handling, Handling Internal, Business Controls, Corporate, Statutory Audits, Efficient Team Management and MIS Development.
* A strategic planner with expertise in designing internal control systems towards the accomplishment of corporate business goals.
* Enterprising, Hardworking and Technically skilled Accounts Payable and Intercompany specialist known for accuracy, attention to detail and timelines in managing disbursement functions for Diverse-Industry employers.
* Proficiencies in MS Office, ERP’s/EDI systems and SAP.
* Good communication and Interpersonal skills.
* Ability to adapt to the change in company culture.
* Creating and sustaining a dynamic environment that fosters development opportunities & motivates high performance amongst team members. Effective communicator with exceptional analytical skills.
* Transition – Two off-site Transition.
* Subject Matter Expert in Accounts Payable and Intercompany Transactions, Accounting and Reconciliation.
* Initiatives taken to enhance efficiency of operations and quality by giving process improvement ideas to the IBM team.

# Key Skills

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| --- | --- |
| * Accounts Payable Processes & Management
* Invoices/Expense Reports/Payment Transactions
* Corporate Accounting & Bookkeeping
* Data Entry and Analysis.
* Process Improvements and Automation
* ERP, EDI & Financial System Technologies
* Statutory, Corporate Audit Compliance, Business Control, Peer Review, SOX
 | * Records Retention & Management
* Journal Entries & General Ledger
* Teambuilding & Staff Supervision
* Spreadsheets & Accounting Reports
* Vendor Negotiations & Management
* International Assignee Payroll and Tax for UK, Ireland and Germany.
* Treasury Operations
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# SYSTEM EXPOSURE

* Windows ’98, 2000, MS-DOS,
* MS-Excel, MS-Word, MS-PowerPoint, Lotus 123.
* Tally Accounting Package Ver. 6.3.
* ERP Packages – SAP, Oracle Financials, CAAPS, CIAS, FIW, QBIS, HR Access.

**Certification**

Global Lean Six Sigma Competency – **YELLOW BELT CERTIFICATION**

CERTIFICATE NO- **YBPDF-2013- 349 Issued** from IBM Global Process Services.

**Organizational Experience**

**Dec 2014 to Present**

**IBM India Private Ltd. Bangalore.**

**International Assignee Payroll & Tax Analyst (United Kingdom, Ireland and Germany)**

* Deliver annual compensation detail to the Tax Service Provider E& Y.
* Upload Cross reporting data into CRR.
* Cross report Compensation and Benefit/other payments paid to International Assignees on Global Mobility Program to the partner country timely and accurately.
* Perform Cognos analysis and report based on the country requirements.
* Provide Source data to the analytic team to perform CRR input Vs. Output reconciliation
* Annual Pay code mapping validation & Monthly Pay code mapping reconciliation with HRMS.
* Review and apply the latest country compensation matrix if Cognos analysis is applicable for the country.
* Assist in country process improvement and transformation.
* Preparation of Monthly metrics, MIS, Business Control documentation support and audit related responsibility.
* Respond to compensation queries by EY / partner countries.
* Deliver adhoc Compensation reporting request from home/host countries.
* Provide host tax template confirmations.
* Income reporting of ETR ; Prepare ETR tracker ; Updating in EY eroom
* Attend monthly EY calls, track and close the issues
* Processing EY SMS report in line with the country requirements.
* Assist to Ensure Compliance / Business Control/Audit requirements are met.
* Tracking all approved reports, country specific documents in team room.
* Payroll Instruction Form status monitoring
* Any other task as necessary and according to the country specific requirements

**Jan 2014 to Nov 14**

 **IBM India Private Ltd. Bangalore.**

 **Assistant Manager, F & A Operations**

Handled a 10 member team for Accounts Payable and Interco Transactions of IBM India Private Ltd and Subsidiary Entity Network Solution Private Ltd.

* Analyzing, Monitoring and Reviewing Accounts Payable Process like Accounts Payable Utility (APU), Web Order Invoices, India Domestic Purchase Order Invoices, Foreign Currency Purchase Order Invoices and Cisco Payment Process.
* Analyzing, Monitoring and Reviewing intercompany Services and Goods Payable Process.
* Responsible for All Accounts Payable Process and Intercompany Transactions, Reconciliations and Closings.
* Ensure month and year end close is completed within the allocated deadline.
* Ensure the team is customer focused and delivers required levels of service at all times.
* Ensured Input and Timely payment of all Vendor invoices and IBM Entities invoices.
* Monitoring Documentation of All the Accounts Payable process with Supporting for the purpose of Audit.
* Continuous Standardization and Simplification of Internal Operating systems, Activities, Processes by Tools available
* Heading Buy to Pay – Increasing scope of Accounts payable from Sourcing to Payment.
* Responsible for Overall 20000 to 21000 Vendor invoices every month processing for payment for IBM India Private Ltd and Subsidiary Entity Network Solution Private Ltd.
* Overall 5000 Intercompany Transaction of Import of Services and Goods payment process.(Other IBM Entities)
* Software License Fees, Services and Transition Royalty Accounting and payment Process.
* Assignee Invoices payments and clearances.
* IBM India Singapore Branch transactions and payments. (Branch Account).
* Interacting with World Wide Interco team in United States and Asia Pacific (Singapore and Malaysia) team over the call on various Intercompany issues on Weekly, Monthly and Quarterly.
* Interacting with IBM Procurement, Requesters, and Tax, Treasury team on various Accounts Payable and Intercompany issues on Daily, Weekly, Monthly and Quarterly.
* Liaised with Various Bankers on various payment processes and attending meeting for various updates on FEMA guidelines and Treasury Operations.
* To constantly Update, Guide, Train, Motivation and Retention of team members towards goals of the company.
* Liaison with Internal and Statutory Auditors.
* Implementation of internal auditor’s recommendations and strengthen internal controls.
* TDS Calculation and form submission
* Variance analysis between budgeted and actual spends with reasons thereof.
* Integration and implementation of various business policies.

**Jan 2011 to Dec 2013**

**IBM Daksh Business Process Services Private Ltd. Bangalore.**

**Jan 11 to Dec 11- Intercompany Payment Analyst, Jan 12 to Dec 13 Assistant Manager, F & A Operations**

* Processing payments to other IBM Entities towards all the Import of services rendered, like technical, Training, Consultancy, Income tax, Assignees etc.
* Preparation of Intercompany account reconciliation.
* Deduction of Withholding Tax as per Foreign Tax Rule and remitting to Govt.
* WHT remittance on all Interco import Services within the due date.
* Filing of Form 27Q (Filing Tax Returns) within the stipulated time frame.
* Preparation of WHT (Form16A) certificate for other IBM Entities.
* Generation of reports for Intercompany payment process, Reconciliation and for various Audit purposes.
* Computation of Royalties based on the revenue for Quarterly basis, processing Payment and Accounting for the same.
* Passing various Entries in the Ledger.
* Preparing DFI (Direct File Input) for accounting for the payment and receipts for all IBM Entities.
* Documentation of all process with proper supporting.
* Assisting Statutory, Tax, Corporate and Business Control Audit teams.
* Analyzing and reporting the aged invoices and clearing on a priority basis.
* Interacting with US, Slovakia and Asia Pacific team on meetings and call on various Intercompany issues on monthly and quarterly.
* Managing daily operation of Intercompany and Accounts Payable Process with a team of 12 people.
* To constantly update, guide, train, motivation and retention of team members towards goals of the company.
* Ensure effective internal process controls (System & Manual) and issuance of funds in accordance of Company/ Controllership Policy.
* Ensure all Internal & Statutory compliances in accordance of Company/ Local Laws are met.
* Monitoring Intercompany Process Goods, Accounts Payable APU, WOI, FC and Domestic

Invoices.

* Process monthly Inter-company payments to the IBM entities for procurement of materials/software based on the Bill of Entry.
* Analyzing and reporting the aged invoices and clearing on a priority basis.
* Ensure timely payment for Interco Invoices >30 days.
* Generating Withholding Tax Certificate and filing of quarterly returns and control u/s 195
* Analyzing, Monitoring and reviewing accounts payable process like APU(NON-PO), WOI,

Domestic, FC and Cisco invoices payments

* Monitoring Documentation of all process with proper supporting for the purpose of Audit.
* Continuous standardization and simplification of Internal Operating systems, Activities, Processes by tools available.
* Heading Buy to Pay – Increasing scope of Accounts payable from Sourcing to Payment.

 Feb 2009 to Dec 2010

 **IBM India Private Ltd. Bangalore.**

 Intercompany Payment Analyst (Reporting to Country Finance Manager)

* Processing payments to other IBM Entities towards all the services rendered, like technical, training, consultancy, Assignees etc.
* Preparation of Intercompany account reconciliation.
* Deduction of Withholding Tax as per Foreign Tax Rule and remitting to Govt.
* WHT remittance on all Interco imports Service within the due date.
* Filing of Form 27 within the stipulated time frame.
* Preparation of WHT certificate (Form16A) for other IBM Entities.
* Generation of reports for Intercompany payment process, reconciliation and for various Audit purposes.
* Computation of Royalties based on the revenue for Quarterly basis and processing payment for the same.
* Passing various Entries in the Ledger.
* Preparing DFI (Direct File Input) for accounting for the payment and receipts for all IBM Entities.
* Documentation of all process with proper supporting.
* Assisting Statutory, Tax, Corporate and BCS Audit.
* Assisting Accounting team for financial preparation through reports and data.
* Preparation of Balance sheet Measurement and updating in ARMS tool.
* Analyzing and reporting the aged invoices and clearing on a priority basis.
* Interacting with World Wide Interco team in United States and Asia Pacific (Singapore and Malaysia) team on call and Meetings on various Intercompany issues on Weekly, monthly and quarterly.

 **September 2005 to Feb 2009**

 **Manpower Services India Pvt Ltd. – Designated to IBM India Pvt Ltd. Bangalore.**

 **Accounts Executive**

* Processing payments to Vendors towards all the services rendered, like technical, training, consultancy, contractors etc.
* Preparation of Supplier account reconciliation.
* Deduction of Withholding Tax viz., contractors, subcontractors, professional fees as per Indian Income Tax Act
* Assisting Statutory and BCS Audit teams
* Contacting Procurement for the Purchase Order related issues and getting clarified and providing solutions to the Vendor
* Manual cheque payment and accounting
* Generating Withholding Tax Certificate and filing of quarterly returns and control.
* Generating WHT code and TDS Exemption code

**Jobs being handled in Details**

* Processing of Invoices which involves checking for duplication, giving the relevant WHT Code.
* Meeting with the procurement team for vendor recon and payment related issues.
* Spooling the report for reconciliation.(Vendor’s reconciliation)
* Spooling the report (Monthly) for the resale Po’s to find out the Vat Tax code Identification.
* Checking and processing of WOI invoices (E-Invoicing)
* Reconciliation of WOI invoices on daily basis
* Processing APU request
* All the Accounts payable process like, Foreign Vendors payment, Domestic, WOI and Paper Invoices, SSP Vendors payments, APU and manual IOI process, Cisco Invoices process and TDS reconciliation.
* Statutory Payments like, Sales Tax, Income Tax, TDS, Customs Duty, Fund Transfers and Octroi Payments in online and manual.
* Employee payments like Full and Final Settlements, Interview reimbursements.
* Advising accounting entries for the payments made during the month.
* Accounting of custom duty paid, based on the documents receive from logistic team, Entries will be booked to Dept/Project on available data which will further allocate the cost to concerned Dept/Project.
* Handled acquired entities vendor payments & statutory payments.

 **May 2005 to August 2005**

 **Manpower Services India Pvt Ltd. – Designated to TATA Teleservices Ltd. Bangalore.**

 **Finance Executive**

* Processing payments to Vendors towards all the services rendered, like technical, training, consultancy etc.
* Preparation of Supplier account reconciliation.
* Preparation of Cheque, Demand Draft and Accounting the same.
* Deduction of Withholding Tax viz., contractors, subcontractors, professional fees as per Indian Income Tax Act
* Passing necessary entries in the books of accounts like, liability entry, payment entry, accrual entry etc.

# February 2002 to April 2005

**B.CHORARIA & MATES** Chartered Accountants – Designated to M/s. **TEXPORT OVERSEAS**, Yeswanthpur.

**Internal Auditor.**

**Job Profile:**

* Verification and Vouching of cash accounts- Vouching of bank accounts
* Assisting Bank audit team - Assisting Costing team
* Preparation of Cash Book and Ledger
* Preparation and Verification of Physical Statement
* Passing of different types of Bills vouching of Purchase Bills, Sales Bills, Expenditure Bills, Clearing and Forwarding Bills etc.
* Preparation of Production Statement
* Physical stock verification of fixed Assets.
* Verification of Pay Roll
* Preparation of Debit Note and Credit Note
* Preparation and Vouching of Monthly TDS Statements
* Preparation of Bank Loan and Interest Statements

**Awards and Achievements**

Received a Special Contribution Award for being a part of the Accounts Payables Team on IBM India Pvt Ltd in 2007

Received a Special Contribution Award for being a part of the Accounts Payables Team on IBM India Pvt Ltd in 2008

Received a Special Recognition Award for Intercompany Process smoothening and contributing for the Customer Delight from IBM India Pvt Ltd in 2010

Manage the Accounts and cut down the cost by 50% on a Process Improvement Plan and Manual efforts by 65% for Interco Process and certified **Lean Six Sigma Yellow Belt Certification from IBM.**

**INTERESTS**

Playing Cricket, Badminton and Football.

Watching TV and Cooking.

Driving and Travelling.

References **:** Reference will be furnished upon request.

Place : Bangalore

Date : 11.12.2016

**Status – Currently on Visit Visa to UAE from Dec 10th to Jan 8th, I will be available for any calls and interview on these period**.