

***BINOY***

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**Professional Objective**

To obtain an overall challenging positions in the fields of Accounting, Finance, Credit, Office Administration, Inventory Management and bring in better systems & procedure

Executive Competencies

 ♦ Clear understanding of the corporate culture ♦ service oriented work ethics

 ♦ Good understanding of accounting packages; **Strong in ERP software (SAP and ORACLE)**

 ♦ Man management skills ♦ Cross-Cultural Work Environments

Career Progression

**Lenovo Middle East And Africa Oct 2013 – Till today**

**Account Receivable Specialist and Credit Analyst**Reporting to CFO/Credit Head

Managing Accounts receivable and Credit analyst functions of Lenovo PC/Smartphone/Server business of Middle East and Africa region. The annual turnover of the region exceeds over **$1.5 billion.**

* Timely follow-up with customers to ensure recovery of receivables on time as per the due dates of invoices. Also makes sure customers getting SOA’s on weekly basis.
* Proactive identification of risks and concerns, including escalation to all relevant stakeholders
* Keeping track of all Bank Guarantee’s issued by customers and makes sure it’s getting renewed before expiry also assuring all terms and conditions stated are acceptable as per company policies. Also analyzing the AR situation and advising treasury team to proceed with BG encashment if required.
* Sending weekly AR report to CFO, Credit Head, Sales and Operation team with updates of payments process status/payment plan of customer.
* Collecting payment plan from major customers and coordinating with credit head, supply chain department and customer fulfilment management to ensure smooth order release from credit and timely manufacture/shipments of products so as to meet customer requested delivery date.
* Coordinating with Treasury team and Bank to ensure LC issuing by customers are in order and timely order release against LC. Also makes sure treasury has submitted complete documents on time and payments are received as per maturity date.
* Monitoring various credit notes process and ensuring claims are issuing on time. Timely reconciliation of price supports and other financial claims.
* Coordinating with logistics team/service team and verifying/analyzing financial claims such as, lose in transit, damage in transit, DOA, etc. Approving/rejecting claims based on the investigation.
* Sending lose notification to insurance team and ensure aging AR are covered with insurance. Apply insurance claim if required.
* Ensuring provision for bad debts are provided on monthly basis and clearing disputes on time.
* Supervising settlement of payments and ensure cash application has done correctly by Team, also supervising bank reconciliation.
* Periodic reconciliation of customer account and sending balance confirmation requests.
* Preparing and analyzing credit headroom reports and pushing customer to process payments immediately if orders are blocked as credit limit exceeded. Escalating to sales team if required.
* Reassessment of credit limits of customer based on latest audited financials, pay trends, insurance coverage and bank account statements. Coordinating with CMR team on customer data updates.
* Handling end to end process of Trade Finance/invoice factoring with IBM Global Financing.
* Processing sales reversal and manual invoicing/Rebill against stock transfer.
* Controlling sales order release and shipments of cash sales/prepaid customers.
* Coordinating with logistics team and extending payment due dates if shipments delayed.

**Metra Computer Group FZCO Oct 2011 – Sep 2013**

Metra is the leading distributor in the Middle East in sales, marketing and logistics for the IT industry. Metra is fully operating in 11 countries with local sales offices and logistic centers with more than 1000 employees across the Middle East Region. It is an exciting opportunity to independently manage Accounts Receivables functions of all Retail & Corporate Customers across the countries **UAE, Qatar, Oman, Kuwait and Bahrain**.

**Sr. Accountant** Reporting to Finance manager

* Supervising and Managing all Accounts Receivables related works like, Cheques posting, clearing, invoice allocation, credit notes posting and settlement, bank reconciliation, inter-branch entries etc.
* General Ledger Reconciliations and Vendor Reconciliation, Invoice booking and Payments process.
* Creating price support agreements in **SAP** and ensure accruals processed as per the sales.
* Assist the customers, sales team and credit team to resolve credit and sales issues.
* Supervising and monitoring daily banking.
* Monitoring various online bank statements and giving confirmation of cheques deposits/TT remittances to credit teams and sales teams for releasing orders/goods.
* Monthly/quarterly reconciliation of various customer accounts and sending statement of account to customers to process payment on time.
* Analysis of aged debtor, overdue debt information.
* Verifying all deductions by customer and ensure all deductions are valid and as per the contract signed by both parties.
* Sending periodic balance confirmation to customers.
* Assisting credit Manager for the Reassessment of customer credit facility by verifying latest bank account statement and Audited finance statement of the customer.

**Al-Yousuf Electronics LLC, Dubai, UAE**  **Feb 2008 – Sep 2011**

**Sr. Branch Accountant** Reporting to the G.M and Div accounts manager

* Overall in Charge of Accounts Receivables& Payable for LG Electronics division.
* Independently managing the accounts of the busiest office of the electronics division with a turnover of over 250 million dirham.
* Handling disputed accounts and negotiating payments,following up with customer on regular basis.
* Supervising daily Banking, reporting to H.O. on daily basis, monitoring/posting daily cash movement report, PDC status and petty cash outflow.
* Supervising online invoicing and Inventory, various docs like debit/credit notes, GRA’s, D.O. returns, transfer IN/OUT inventory of showroom, creating new customer accounts etc.,
* Monitoring and ensuring all documentation is completed as per company procedures for all finance/ cash/ credit/ inter and Intra Company deals.
* Coordinating with sales staff through various reports like stock, product wise reports, delivery /pending reports, various sales reports, etc.
* Generating the daily management reports related to the Receivables, Level wise Age Analysis Summary, Inventory, Stock Movement Category wise etc.
* Monitoring age analysis reports.

**Al-Yousuf LLC. Dubai, UAE March 2005 – Jan 2008**

Worked as Accountant and handled accounts of LG Electronics & Home appliances division.

* General accounting consists of General Ledger, Accounts Payable, and Accounts Receivable.
* Monthly management reports/MIS.
* Reporting to the Senior Manager of accounts.
* Reconciliation of various accounts like Bank, Debtors& Creditors.
* Preparing daily banking and disbursement report.
* Physical verification of Stock including Electronics & Home appliances.

**Earlier Assignments**

M/S Karra& CO. Chartered Accountant Firm Chennai, India. Mar 2004 – Dec 2004

* Worked as an internal auditor (For Apollo Hospitals, Chennai.)
* Assisted in financial and operational auditing.

Academic Achievements

* Bachelor of Commerce, Mahatma Gandhi University
* Diploma in Financial Accounting, ET&T

Technical Skills

* **SAP : Accounts Receivables, Payable, General Ledger & CRM**
* **Oracle Application (ERP): Oracle Financial; General Ledger, Accounts Receivable, account Payable, Order Entry, Application Object library.**
* **Involved in the implementation Oracle and handled transition of data from legacy.**
* MS office.

Personal Details

Nationality : Indian

Date of Birth : 31-03-1982

Languages : English, Hindi, Malayalam, Tamil

Driving license : UAE & India (LMV)

Declaration

I declare that all the above information given by me is true and best of my knowledge