Resume

### Nikhat.362952@2freemail.com

**Worked With Flextronics (GBS) Pvt Ltd.**

**Experience: Over 9 months.**

Designation: **Specialist**

**Job Profile:** Exposure to AR and AP SAP R/3 module, SAP OTC BW reporting module and to FSCM Dispute and Collection Management modules. Good understanding on customer needs and requirements, dealing regularly with them and having good communication skills.

**Roles and Responsibilities:**

* To prepare Statements of Accounts with list of open invoices on customer account.
* To follow up with customer for payment settlements
* To analyze the reasons and the root causes for disputes. After recognizing the root cause following up for correcting it.
* To verifying the delay in payment settlements.
* To ensure collection of payment on old disputed invoice.
* To communicate with customer for understanding delay reason
* To maximize collection chances.
* To maximize working capital.
* To prepare Actual and Cash Forecast report weekly.
* To prepare weekly tracker with a purpose of finding 6+PD invoices.

**Customers: HP, Cisco, LG, & Applied Material**

**Worked With Maersk Global Service Centre Pvt Ltd.**

**Experience: Over 7.6 months.**

**Designation:** **Specialist**

**Worked with OTC for managing Invoices Disputes (in FSCM module):**

* To analyze the reasons and the root causes for disputes. After recognizing the root cause making proper corrections in GCSS.
* To verifying root cause of error.
* To correct CBU (Collection Business unit) and invoicing correct liable customer.
* To resolve the dispute raised by customers.
* To maximize collection chances.
* To maximize working capital.
* Decision totally based on Terms of payment and Credit terms of the customers.

**Collection Management Reporting (Working Capital Department):**

**Demurrage and Detention Weekly/Monthly Collection Reports (Oracle reporting):**

* For extracting CXED DEM & DET collection data from Oracle (MLIS)
* To formatting it in excel sheet and applying pivot table.
* To evaluate of Collection and Turnover DEM/DET.
* T evaluate Written off and Waived DEM/DET amount.

**MLIS Collection Ratio Weekly/Monthly Reports:**

* For extracting collection data from Oracle (MLIS).
* To evaluating of Collection ratio on DEM/DET according to Country and Regions.
* To formatting it in excel sheet and applying pivot table.
* To publish/upload on Shared point site for Managerial purpose of all countries.

**MLIS Unallocated Weekly/Monthly Reports:**

* For extracting Unapplied, On Account and Unidentified data related to invoices.
* Extraction is totally based on aging (i.e.0, 7 & 90 days) invoices pending for collection since overdue
* To formatting it in excel sheet and applying pivot table.
* To publish/upload on Shared point site for Managerial purpose of all countries.

**Worked with Cash Management, Group Finance & Risk Management and Treasury:**

**Accounts Payable:**

* Responsible to analysis payment details for SEPA, BAC and ACH payments, wherein ensuring successful processing of.
* For verifying beneficiary’s details before releasing money in online bank sites.
* For controlling payments related OFAC sanction and Embargo countries.
* Contacting bank client representatives for investigating status of Outgoing/incoming payments in External bank accounts.
* To raise amendment request with banks for correcting beneficiary banking details and beneficiary name, so payment should reach beneficiary without fail.
* Instructing banks for transferring funds to accounts with matching currencies.
* Also to verify vendor master data updated correctly in company system.

**Accounts Receivable:**

* Responsible to coordinate with bank for analyzing payment made by customer but stuck with bank due to incorrect details.
* Responsible to check with customer whether they made payment with correct beneficiary details.
* Responsible for controlling payments related OFAC sanction and Embargo countries.
* Responsible for coordinating with bank for diverting OFAC and Embargo payments to correct accounts and with correct currencies.

**Closing Bank Accounts:**

* To coordinate with Citibank, RBS, Nordea, Danske, HSBC & Handlesken banks for checking whether the account is in active status.
* To communicate the same with Treasury and Group Finance & Risk Management teams.

**Reconciliation:**

* To compare bank statement with account statement
* To reconcile accounts to check all the deposits and withdrawals has been recorded and cleared from the bank (recorded in both company’s and bank’s record).
* To check any entry recorded in check register but not recorded in bank (outstanding checks & other withdrawals which are recorded in cash account but not in bank account).
* To check outstanding debits & outstanding credit together.
* Adjusting any unaccounted debit from the balance of bank statement.
* Adjusting any unaccounted credit from the balance of bank statement

**Worked with RTP (Requisition to pay):**

**Accounts Payable:**

* *To ensure the activities carried* and process within the SLA’s.
* To maintained Accuracy at 99.80%.
* PO invoice processing in SAP.
* To clear the advance payments.
* Auditing the processed invoices by the team.
* Receiving and processing of the Material Management (MM) Invoices / Credit Memos
* Posting of Invoices and Cancellation of Blocked Invoices as requested by the location.
* MM Invoices would be the invoices received from the vendors for all the operational cost which would be referenced to a Purchase order.

**Analyzing Exceptional handling:**

* Workflow due to discrepancy between Invoice and Purchase Order.
* Workflow due to lack of Purchase Order Number on the Invoice or no GR posted.
* Workflow due to discrepancy between Invoice and PO.
* Workflow due to lack of PO Number on the Invoice.
* Workflow due to no GR posted.
* Workflow due to Invoice matched incorrectly to PO.

**Customers: EverGreen, Damco, Safemarine, Sea Go Line,**

**Achievements:**

* Traveled to Chennai GSC to get trained on super user module on AR SAP R/3 and FSMC.
* Also got trained on Business Warehouse Reporting.
* Traveled to Mumbai GSC for reviewing and remapping Invoice dispute process conducted by Business partners.
* Hands on GCSS, RKEM, MLIS, SAP and FSMC (Dispute and Collection Management Modules).
* For excellent performance got Award of Excellence.

### EXPERIENCE

 **1. Mahatma Bashweshwar College, Latur**

Duration **- July 2004 to April 2005**

Role - Lecturer in Commerce Dept.

**2. 3D Water Fantasies, Pune**

 Duration **- May 2005 to November 2006**

Role - Account Assistant

**3. Maersk Global Service Center**

Duration  **- November 2006 to June 2014**

 Role - Specialist.

**4. Flextronics Global Business Service**

Duration  **- June 2014 to Feb 2015**

 Role - Collection Specialist.

### EDUCATIONAL QUALIFICATION:

**A. Higher Education Achieved**

**M.Com:** From “Swami Ramanand Teerth University” Nanded, passed in **First Class**

**B**. **Higher Secondary Education Achieved.**

**B.Com:** From “Swami Ramanand Teerth University” Nanded, passed in **First Class**

**C**. **H.S.C**

From Latur Board, Latur, passed in second division

**D**. **S.S.C**

From B.W.English School Latur, from Aurangabad Board, Passed in Second Division

### PROFESSIONAL QUALIFICATION:

* **Diploma in Cooperative and Accounting (GDC & A)**
* **Tally Course** From Tally Academy, Latur
* **MS-CIT** From MKCL institute , India

**STRENGTH**

* Achievement oriented with excellent practical skill and ability to manage the change with ease
* Strong communication, interpersonal, learning and organizing skill matched with to ability to manage stress, time and people effectively
* Proven strength in management, coordination and analysis

**PERSONAL DETAILS:**

Date of Birth: 25th April 1980

Gender: Female

 Nationality: Indian

Marital status: Married

Languages Known: English, Marathi and Hindi

Applicant’s Signature

 Nikhat