**Resume**

MOHAMMED

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**Profile:**

A challenging determined Post-graduate in **Masters of Business Administration** (Major-Finance and Minor-Marketing) with good communication skills and ready to work both independently and as a member of a team, utilizing the skills acquired during my course. Looking forward to work in an organization which gives me an opportunity to grow both personally and professionally and I will give my best to the organization.

**Experience:**

**March 2016 to Till date:** Senior Process Executive- IFFCO Group UAE

**Responsibilities**: (Invoice Processing, Quality Check Auditor & I-Expenses)

* Processing of All Invoices End to End in Oracle
* Quality Check of Processed Invoices
* Provide Invoice Processing Team Performance Report to Management
* Correction of Wrongly processed Invoice
* Handling Expenses of Management Employees and approvals.
* Exceptional Handling (Coordinating with Business Units for the solution)

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**June 2014 – January 2016**: Process Developer - GENPACT INDIA LTD,

**Responsibilities**: (Invoice Processing & Quality Check Auditor)

* Processing and auditing the Invoices (both Non PO and PO) processed by the agents - based on value, discount Vendors and critical Vendors. 2 way matching and 3 way matching invoices
* Preparing performance reports of agents for the Management which are used for an agent’s monthly and annual appraisal.
* Processing Debit Notes and Credit Notes
* Reconciliation of Accounts.
* Processing Credit Notes for in case Over Payments/Wrong Payment with approval.
* Sending Non PO Invoices for coding and approval
* Rejecting Invoices which are not in the format as process. Ex : Quantity/Price/Description mismatch etc.
* Taking special approvals from concern department to process special invoice, Check Request/BAS Invoices.
* Handling vendor escalations; supporting the payment’s team to process the right payments on high priority.
* Vendor Maintenance (Vendor Verification, Vendor Modification and Vendor Setup)
* Updating Invoice Processing Team about New Updates (New Vendors, Tax Exemptions Charges Etc,).

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**Nov 2010 – June 2014:** Remittance Officer (NRI) - ICICI BANK LTD, India

**Responsibilities**: Phone Banking Officer (Remittance: Inward, & Outward, KYC & Anti Money Laundering) NRI Liabilities and HNI/NRI Customer. (Voice & Non Voice Process)

* Providing status of Foreign Fund Transferred to customer
* Guiding Remittance process to customer, Providing
* Providing IFSC, SWIFT, ROUTING NUMBER AND ACH details to customers.
* Handling Foreign Currency Conversion disputes from Customers.
* Follow up with Backend Team regarding Funds Status.
* Assisting customers if Fund Kept on hold due to AML Reason
* Activating Remittance Account Activation
* Raising complaints if Currency Conversion done wrongly.
* Follow ups with Intermediary Banks regarding status of funds.
* Providing SWIFT Copy to customer as proof of fund transfer
* Guiding customers to provide KYC Documents for smooth Fund Transfer.

**Project Experience:**

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**Financial Statement Analysis:** NTPC, India

Duration: One and half month (45 days)

Objective: To assess the Performance of the company over a period of 5

Years through annual reports, primary and secondary data.

## Academic Qualifications:

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| **Qualification** | University | **Year** |
| M.B.A (Finance & Marketing) | Osmania University | 2008 - 2010 |
| B.COM (Optional Computer | Kakatiya University | 2004 - 2007 |
| 10+2 (C.E.C) | Intermediate Board of A.P | 2002 - 2004 |
| SSC | Board of Secondary Education A.P | 2001 - 2002 |

# Achievements :

* Lean Six Sigma Yellow Belt Certification from IFFCO
* Best Performance Award in Transition Process from Genpact.

# Technical Details:

* Quick Books
* Peachtree
* Oracle
* JD Edwards.

# Personal Details:

Nationality: Indian

Sex: Male

Date of Birth: 21-01-1986

Marital Status: Married

Languages: English, Hindi, Urdu & Telugu

**Declaration**:

          I hereby declare that the information furnished above is true to the best of my knowledge.