**SUNNY**

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## Seeking opportunities in Process Management / Team Management in Operations

**Executive Digest**

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| **Core Strengths****Accounts Receivables****Accounts Payable****VAT Invoicing & Billing****Bank Reconciliations****Vendor Reconciliations****Closing & Reporting****Management Reporting****Vendor Master Data****Intercompany Accounting****Audits****Strategy Planning** |

* Experience in Accounts Receivables-Cash Applications ,Accounts Payables, Intercompany accounting, and Bank & Vendor reconciliation, Closing & Reporting, TDS, and Bookkeeping.
* Well versed with corporate environment, VAT Invoicing and billing, customer service industry, quality and compliance
* Preparation and detailed understanding of KPIs, SLAs, FCCF, Process Maps/Flows, SOPs (Standard Operating Procedures) for new processes
* Complete in depth knowledge of Procure to Pay (P2P), Order to Cash (O2C) and Record to Report (R2R) cycles for ‘End to End’ operations
* Knowledge of shared service centers/ Citrix/ Hub workings and transitions of overseas businesses (UK)
* Knowledge of Creating and maintaining MIS & Performance reports of the process & employees
* 6+ years of successful experience in finance and accounting methodologies with esteemed organizations
* Team handling experience (Not on paper)

**ACHIEVEMENTS**

**Key Highlights**

* Created an automation of Invoice and credit note clearance which helped the organization to save 2000 GBP value monthly.
* Helped overcome the biggest challenge from AR’s point of view to Allocate the money on timely basis
* Lead the Fun Club of my previous organization thereby conducting weekly fun activities to enhance employee friendly environment.

**PROFESSIONAL EXPERIENCE**

**Senior Financial Analyst, British Council Management services (Noida) Since Feb’13**

**Key Highlights**

* Resolved the bank reconciliation issues and develop a sound process to make the reconciliation process more efficient in UK.
* Resolved the legacy issues in Bank Reconciliation in UK Region and make the country compliant in FCCF in few months from my joining

**Bank/Intercompany Reconciliation Specialist**

* Responsible for effective running of OTC process, handling outstanding debts & assigning receipts to accounts.
* Served United Kingdom, as well as other European countries, Americas, Asia & Middle East clients.
* Responsible for processing requests pertaining to billing like raising invoices, cancellation & sales order queries.
* Preparation of month end data for the debt outstanding every month for all the regions.
* Reconciliation of receipts & payments.
* Parking journals.
* Setting up vendor master accounts & confirming with them.
* Reconciliation of vendor statements on weekly, quarterly and yearly basis.
* Preparing weekly and monthly KPI and FCCF reporting.
* Discussing the queries with the clients on monthly and quarterly calls.
* I have done transition of a remote process of cash application of composite transaction.

**Vendor reconciliation/Trainer/Process Check**

* Reconciliation: Inter Co recon with vendor payment dues and receipts.
* Verification & regular weekly checks from Internal Database for Client Receptions flow of invoices.
* Ensure advance payments to vendor for specific services.
* Wholy-solly responsible for proper checks and identification of miss-outs from Invoice Management Control.
* Cross trained resource for fresh candidature and also responsible to get their live-hands on to the production floor.
* Client call: To record all the miss-outs and to discuss upon the differences and resolved them.

**Procurement to Payment**

* Handling the End to End process of AP
* Preparing vendor reconciliation on monthly basis and provide open items details to vendor
* Handling invoice processing to make the invoices ready to pay using SAP
* Involved in providing the resolution for the errors occurred in data processing.
* Working on lean ideas which helps increase productivity
* Working as Quality Check auditor for data entry and error resolution
* Involved in customer service by directly interacting with the client
* Working on E-mails to resolve vendor queries
* Responsible to allocate emails to the team members and ensure that no email gets out of TAT
* Responsible to send the daily tracker regarding early payments
* Handling the different payment runs on a regular interval of time
* Engaged in cross trainings for the separate division in the process
* Coordination with supporting processes to keep everything done in time.
* Coordinating with client on a regular basis, to keep everything flowing in the desired manner
* Keeping a trace of Accuracy as well as TAT for the whole process and make sure that it is within the agreed SLA

**MIS Reporting: SAP Interface**

* Responsible for KPI Matrix to the process specific activity, standardized by the clients
* Cross Audit Report: Ensuring the quality the invoice processing on the weekly /monthly basis.
* Daily checks on entire allocated productivity and has to check a Team count respectively.
* Process Checks and daily tracking deliverables to onshore and respective management as well.
* All process specific Attendance, Incentives and other trackers responsible.
* Be focused for daily team huddles and MOM are provided as and when required.
* Vendor management -To ensure Bank information updated into system, supplier site & remittance email of vendor/agencies is proper in the system for timely & correct payments.
* Vendor statement reconciliation report
* To extract daily/weekly reports from financial system, analyze & to control weekly payment done to a specific vendor/agency.
* Communicating with vendors to resolve disputes and ensures that services are not interrupted
* Ensuring adherence to quality specifications and successfully handling the related formalities & documentation
* Collecting and collating data and generating periodic reports and carrying out value added analysis of reports.
* Taking care of contracts with vendors, chasing vendors for Quotation via Email and renewing the Contracts.
* Communicate with vendors to resolve disputes and ensure that services are not interrupted. Ensure that all monthly closing activities are accurately completed on time.
* Using supportive tools i.e. SAP Portal.
* Generating Report from SAP and publishing report to the client via email on weekly basis.
* Inter-unit reconciliation activity matching all the inter unit vendors account by doing the reconciliation on monthly and quarterly basis

**Accounts Officer, WIPROFrom Jan’10 to Feb’13**

**Key Highlights**

**MIS Reporting**

* Preparing KPI & FCCF reports and presenting the same to senior management.
* Preparing MIS data(i.e. Late PO report, Travel Report, Late Payment Analysis report, Open PO report, GR-IR Report)

**Vendor reconciliation/Trainer/Process Check**

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**ACDEMIC CREDENTIALS**

**Computer Skills**

* SAP (FICO), Ms.-Office

**Academic Qualification**

**Pursuing:** MBA Finance, Symbiosis Institute of Management

**Foundation:** ICWAI, New Delhi (secured 71%)

**Inter**: ICWAI, New Delhi (Stage I 57%, Stage II 51%)

**Bachelor of Commerce, 2012:** EIILEMUniversity

**XII, 2007:** C.B.S.E Board Delhi (80%)

**X, 2005:** C.B.S.E Board, Delhi (70%)

**PERSONAL DETAILS**

 **Date of Birth** Oct 02, 1989

 **Sex** Male

 **Marital Status** Single

PLACE:…………….

DATE:…………….. (SIGNATURE)