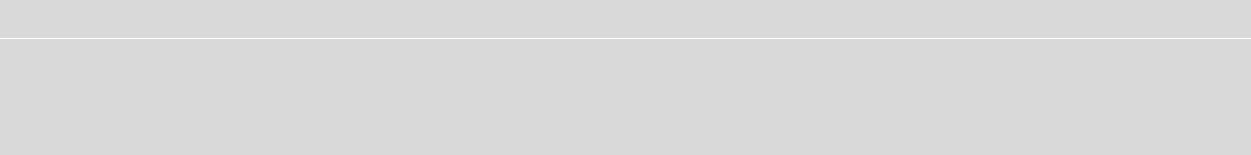
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| --- | --- | --- |
| **Ravindra** | | Email: [ravindra.375339@2freemail.com](mailto:ravindra.375339@2freemail.com) |
|  |  |  |



* **MBA in Finance from Nagpur University with 4 year of experience in multifunctional roles in Banking/Finance and Accounts.**
* **GL Accounting, Financial reporting, Reconciliation, budgeting.**
* **Month End Reporting.**
* **Establishing process guidelines and work instruction manual.**
* **Lean Cadet Certification**
* **Project Management.**
* **Process Improvements.**
* **SAP : R3 Production Server (Financial Controlling (FICO)-Module).**
* **15 Months Working Experience in United Arab Emirates (UAE).**



**CORE COMPETENCIES**

* Expertise in GL Accounting, Auditing, Bank reconciliation and month-end as well as yearend activities
* Good understanding of projection, budget preparation and budgetary control system.
* Efficiently handled transactions of Bank Reconciliation, Accounts Payable, Commission posting
* Responsible for preparation of MIS reports, TAT and error reports.
* Accounts/Client Management
* Responsible for exception handling and issue resolving
* Well matured to stabilize new project and new ERP system
* Consulted with the client on best practices and functional understanding of, requirements, change in process, training, testing and impacts across domains for system changes/updates. Delivering Service Level Agreements (SLA) for service and acts as first level of escalation to the client
* Ensuring the timely collation of reports and doing the analysis in regards to team efficiency and improvements.
* Ability to achieve immediate and long-term goals and meet operational deadlines.

**WORK EXPERIENCE**

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| --- | --- |
| Company | :“**Etihad Airways**” |
| Designation | : **Assistant Accountant (Credit Control Team)** |
| Duration | : 10th June 2016 to 30th Sep 2017. |
| Application | : **SAP** System. |
|  |  |

**Company Description: Etihad Airways** is the national airline of the United ArabEmirates.

**Job Description:**

* Proficient in handling budgeting
* Prepared the annual revenue and expense budgets for various operational accounts and controlling the expanses according to Budget of Partner Airlines.
* Preparing and submitting invoice based on relevant supporting document.
* Review and approves invoices for HOD’s signature.
* Summarizes Receivable status by collecting payment posting and matching.
* Customer follow up and solving problems.
* Ensure Settlement and sales file are obtained on time.
* Ensure Reconciliation on Plus Grade (Upgrading system used in Etihad Airways) is completed on time.
* Applying Plus Grade Receipt.
* Ensure Bank Guarantee are valid and the value of Bank Guarantee tally exceed customer debts.
* Preparing intercompany transaction on receivables.
* Sending outstanding statement to customers monthly.
* Preparing Quarterly Revenue Report.
* Preparing Monthly Etihad Guest Invoices.
* Ensure data migration from Oracle to SAP (New accounting tool) is well planned and transferred to SAP.
* Statement of Accounts are been sent to all the customers by 01st week of the month.
* Ensured all account are linked into SAP with Particular Material Code.
* Preparing Intercompany Re-Charge Invoices based on relevant supporting document.
* Creating Credit Notes / Write off as and when required.
* Dispatching invoices and credits to customers and checking with them to make sure received on time.
* Ensuring that all payments are collected on time as per agreed contracts with in given time frame
* Preparing rental Invoices and dispatching to customers based on contract terms.  Work within guidelines and reports to the Credit Manager or Financial Controller  Auditing the receivable accounts.

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| --- | --- |
| **Company** | **: “WNS Global Services.”** |
| **Designation** | **: Lead Associate.** |
| **Duration** | **: 6th May 2013 to 9th June 2016.** |
| **Application** | **: ERP System**. |
|  |  |

**Company Description:** We are leading global business process outsourcing company.

**Job Description:**

* Month End Closing Activities.
* Payment processing and reconciliation.
* Responsible for sales receipt (Cash) posting.
* ARC Reconciliation on Weakly basis and reporting to onshore team.
* DOTS Reconciliation on Weakly basis and reporting to onshore team.  Reconciliation of daily APOLO application by Cashier & Globalware.
* Accounts Payable Invoice Processing – MIGO, PO, NON PO Processing, Customer Invoices.
* Passing Payment Entries & Intimating to Client & Other Team Member.
* Processing Onshore’s Urgent Request on Daily basis.
* Continuous follow up and discussions with Onshore Clients to update on progress of reconciliation and the Exceptions if any.
* MIS Reporting.
* Allocation of work to the team on daily basis.
* Building and maintaining strong relationship with External Parties “Clients” and also with internal Team.
* Consolidation of all work for team by EOD.
* Handling Track point Tickets.
* Applying all Vouchers on respective invoices on Daily basis.
* Refunds to Customers accounts through various modes via Check Issue, Online Transfer and Credit Card Refunds.
* Adjustments and Transfer to other (Duplicate) Memberships, if any.
* Handling all queries related to Order to Cash team.
* Actively involved in Processing mapping (DPM) for AAA.
* Processing of Credit card refunds on daily basis for O2C team.
* Handel team in absence of Manager and provide timely updates to Manager on list of issue If Any.
* Handling Clients Escalations and take corrective actions.
* Responsible for the list of various activities that have been assigned.



**PROFESSIONAL ACHIVEMENTS:**

* **Two Promotions** in Two Year.
* Awarded as **Best Performer** for First Quarter (2015) from client.
* Awarded as a **Star Perform** for Second Quarter (2014) from WNS.

**PROJECTS:**

* **Lean Six Sigma YELLOW BELT** Certified Project on Commission Pending Invoices and

**Appreciated by Client (AAA).**

* **White Belt (Kaizen Certified) project on Sales Receipt Reconciliation.**



**COMPUTER SKILLS:**

* **SAP:R3** Production Server (Financial Controlling (FICO)-Module)
* **ORACLE**
* Typing Speed (English)- **45 W.P.M.**
* Well Versed with **MS Excel, Windows, MS-Office** and **Internet** applications.  **GST**

(UAT Testing)



**PROFESSIONAL TRAITS:**

* Good Communication, relationship building and interpersonal skill.
* Good Team Leader with decision making ability.
* Ability to work efficiently in a team as well as independently.  Capacity to work hard to meet target.



**PERSONAL INFORMATION**

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| Date of Birth | : April 06, 1986 |
| Marital Status | : Single |
| Nationality | : Indian |
| Language known | : English, Hindi, Marathi |
| Interest | : Playing Table Tennis, Listening Music |
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I hereby declared that the information given above is true to the best of my knowledge & belief.

**DATE :**

**PLACE :** **Ravindra**