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***FARAH***

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***Professional Summary***

Over 7+ years’ experience into**CorporateFinance**(**CreditControl&Account Receivable/O2C& Financial Planning with Reporting&Forecasting**)

Planning and executing monthly / quarterly / annual closure schedules; providing monthly Credit statements and administering the closing process

Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the General Ledger. Preparing and presenting weekly and monthly management reports on AR & Credit analysis

Controlling and streamlining reports required at Management level.

Preparation of reports designed to communicate selected financial data to Senior Management

Drive KPIs tracking in both Compliance and Accounts Receivable areas through weekly and monthly presentation to Managers

Support to Sales Team for driving 100% targets & Preparing sales report for circulation to Management with results.

***Professional Experience***

***Sr. Executive –* Credit Control& Account Receivable/O2C & Financial Planning with Reporting & Forecasting *– India-based Company- May 2015- July 2020***

***Ongoing Current Projects: AR Automation & BG Portal Implementation with Bank of America.***

* Highly analytical accounts receivable (A/R) professional with a thorough knowledge of accounting, billing and collections systems, processes and best practices.
* Analyzing & Managing A/R & Credit Sales. Making forecast for Annual Sales with Revenue Generation & plan accordingly.
* Keeping a thorough check on DSO.
* Optimizing the A/R function by improving procedures and controls. Proven ability to determine root cause of issues and recommend viable improvements.
* Proactive accounts executive combining financial management skills with the ability to make sound decisions regarding the proper handling of customer accounts
* Reduced Debts and ensured all receipts and credits are correctly allocated
* Preparation of age-wise outstanding report.
* Appointment & Extension of Stockist (Distributors & Customers) & Customer blocking & unblocking.
* Review of Outstanding regularly and escalate issue if any to concerned region RSM to ensure payments are received as per Credit terms, this will ensure DSO is achieved.
* Managed all areas of accounts receivable including customer bill generation, receipt and reconciliation of customer payments and customer account adjustments with payment reconciliation.
* Manage the monthly, quarterly and year-end close processes of accounts receivable, including preparing reports/schedules, analyzing revenue and providing other ad hoc information requested by management, audit or other departments.
* Posting of all receipts of payments via NEFT or cheques in SAP with utmost accurate on daily basis.
* Scrutinization of debtors on quarterly basis.
* Verification & clearance of customer credit request on daily basis.
* Ensuring accuracy in customer reconciliation closures.
* Process LC’s/BG’s with other relevant ad-hoc requests as per routine activities.
* Follow up of TDS Certificates from Customers regularly
* Legal filling of cases where AR is non-recoverable.
* Provisioning& Recovery of Bad-Debts
* Provisioning of Commission & Expenses
* Provisioning of ECL (Expected Credit Loss)
* Prepare collection reports for the management.
* Prepare Monthly review reports for the management.
* Provide support related to AR/AP for monthly close.
* Regular follow up with customers and ensure that receivables are collected within agreed credit term.
* Receive, research and resolve various routine internal and external inquiries concerning account and payment status, including communicating the resolution of discrepancies to appropriate persons
Investigate and resolve problems associated with processing of invoices and purchase orders.
* Process invoices to customers and answer customer questions regarding invoices and resolve any invoice issues.
* 100% coordination with Sales Team for support in Credit Sales& achieving targets.
* Support SSC to help improve accuracy in accounting process & provide them wider knowledge on OTC process.

***Sr. Officer – Finance- Account Receivable /Cash Application/Bank Reconciliation (Wipro) Nov 2011- Feb 2014***

* Handled multiple bank account receipt processing from ACH wires.
* Coordinated communications between sales and billing departments.
* Answered queries from external and internal customers.
* Processed monthly write-offs refunds and adjustments.
* Resolved AR accounting issues such as payment reconciliations.
* Process approved adjustments such as write offs
* Reviews concerns and extraordinary exceptions in a timely manner and brings them to the attention of management
* Keeps management informed of activities within area of responsibility not considered ordinary course of business
* Performs other duties and projects as assigned within company guidelines and policies
* Other responsibilities; archival of records, distribution of mail from lockbox, scanning of specific documentation
* Collaborating with customer service and sales functions to ensure highest level of customer satisfaction. Processing and distribution of credit hold reports
* Responsible for ESSC Countries (**France / Belgium / Portugal / Austria**)

***EDUCATION***

* **M.Com**. from VHPG College, Lucknow University in 2011
* **B.Com**. from Avadh Girls Degree College., Lucknow University in 2009
* **12th**from Loreto Convent, Lucknow in 2006
* **10th**from St. Agnes Loreto, Lucknow in 2004

***SKILLS***

* Hands on experience in **BPCS** &**SAP (In-depth knowledge)** for 7+ Years
* Working Excel function, Table, Pivot table, Data Tools, Charts, Lookups, workbooks & worksheets data& Preparation of MIS reports with accuracy.
* Decision Making&Conflict Resolution
* Ability to work under Pressure& excellent Communication Skills with presentability.
* Proactive, self-motivated, logical and objective&Leadership skills
* Expertise in liasoning
* Team work creativity

***REWARDS & RECOGNITIONS***

* Star of the Month
* Star of the Quarter
* Pat on back Reward
* Cash Reward
* Appreciation letter

***PERSONAL DETAILS***

* DOB: 9th May
* Marital Status: Single
* Nationality: Indian

 ***FARAH***