

Result-oriented MBA Finance professional with eight years of experience in all areas from procurement to payment, most recently supervising Record to Report and Financial Reporting team of a shared delivery center in Accenture, Bengaluru.

Profile Summary

- Expertise in Procurement, Invoice processing, Vendor Management, Global Payment Procedures and Practices, and Banking Relationship Management.
- Strong functional knowledge and experience in providing functional support for automation projects and initiatives.
- Performed ad-hoc projects and improvement initiatives to boost productivity.
- Played a key role in transitioning and documenting the R2R process from different region and stabilizing it in the shared service center.
- Trained in R2R, Corporate Financial Reporting, and Bank KYC domains.
- Supervised operations of Record to Report and Accounts Payable operations by ensuring 100% quality of process deliverables in accordance with SLAs.

Key Skills

Accounts Payable

Record to Report

Financial Reporting

Intercompany Transactions

SAP

ARIBA

Blackline

170Markview

Infor Expense Management

Banking

Experience

Accenture Solutions Pvt Ltd

Bengaluru, India

Record to Report Ops Senior Analyst

Feb 2022 – Present

Accenture is an Irish American professional services company, specializing in information technology services and consulting. A Fortune Global 500 company, it reported revenues of \$61.6 billion in 2022.

- Ensuring Journals are processed with 100% accuracy and reflected in the company's general ledger.
- Reviewing various monthly, quarterly, and annual account reconciliations.
- Analyzing, auditing, and interpreting account records and compiling financial reports.
- Transitioned and documented the R2R process from USA and stabilized it in the shared service center.
- Provides input into planning, organizing, implementing and monitoring of management processes, tools, risk, issues and opportunity management.

General Accounting Ops Senior Analyst

Dec 2019 – Feb 2022

- Supervising, managing, and coordinating activities of employees engaged in processing and auditing Accounts Payable activities.
- Establishing and maintaining consistent, useful performance metrics (KPIs) and reporting.
- Successfully improved department team productivity by over 50% through leading proactive team structural changes such as reorganizing team operations, holding monthly team trainings and creating effective team communication system.
- Identified automation possibilities and automated the process with the help of Automation Engineer which resulted in high quality and speed up delivery for the activities.
- Contributing to maintaining financial security by adhering to internal controls.
- Reviewing banking documents, processes and systems, and maintain banking relationships.
- Partner with various internal pertains groups and external vendors to resolve issues.

Achievements: Received Best Team Award in Sep 2022. Achieved the milestone Zero escalations in 2022.

Genpact is an American professional services firm delivering outcomes that transform business and shape the future. The company employs more than 100,000 people and provides services over thirty countries.

- Managed Accounts Payable queries effectively by prioritization, tracking, and timely resolution.
- Provided support for quarterly audits and monthly board meetings.
- Promoted to a position of increased responsibility due to superior performance and knowledge of diverse department functions.
- Spearheaded a project to improve current Purchase Order processes, resulting in a 20% reduction of time spent on re-work.
- Processed and audited employee expense reports, verifying accuracy, reporting fraud as needed.
- Trained P2P associates on the Accounts Payable and Procurement system, including the resolution of complex payment requests and issues.
- Performed 'manual match' activity in Ariba and reported about 'loaded' invoice status to vendors.
- Engaged with banks to solve complex treasury problems and implement payment solutions.

Achievements: Best Performer Award for May 2018, Sep 2018 & May 2019. Best Team Award for Jun 2021.

Fakieh Aquarium
Accounts Payable Analyst

Jeddah, Saudi Arabia
Jan 2015 - Apr 2017

Fakieh Aquarium is a public aquarium in Saudi Arabia and offers education and entertainment by presenting the wonders of the underwater environment of the Red Sea and marvels brought from other seas and oceans around the world. It consists of an American restaurant called 'Blue Ocean' as well.

- Reconciled accounting records including statements, general and accrual journal vouchers.
- Reviewed general ledger postings and reconciled ledger balances with subsidiary ledgers and close assigned accounts.
- Executed Purchase Order quality control, and review transactions setup for cost recognitions.
- Implemented forecasts for accounts payable and cash disbursement for annual budget.
- Evaluated supplier contracts/agreements to ensure costs are recognized in accordance with company policy and accounting standards.
- Reviewed and prepared reports including accounts payable aging analyses; Oversee the process of monthly reconciliation of supplier accounts and ensure timely and accurate payment of suppliers.
- Utilized expert time management and organization skills minimizing profit loss due to late payment.
- Prepared and analyzed daily cash position, ensuring adequate cash and liquidity and provide daily operational support including executing wire transfers, fraud filter, release of payments and troubleshooting payment failures.

Achievements: Rewarded for successful fraud investigation 50,000 SAR in restaurant audits.

Education

Osmania University
MBA Finance

Jun 2017 - Jul 2019

University of Calicut
Bachelor of Commerce

Jun 2011 - Apr 2014

Personal Details

Date of Birth : 20th April 1992
Languages Known : English, Arabic, Malayalam
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