SOHAIL RASHID KHAN

Process Developer

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SUMMARY

Accomplished Process Developer with five years of expertise in optimizing the Order-to-Cash cycle, leading effective dispute management, and improving accounts receivables using SAP and Salesforce. Committed to contributing strategic insights and proven skills to a dynamic team, driving operational efficiency, and delivering measurable results in a growth-oriented organization.

EXPERIENCE

Genpact Ltd

📅 05/2023 - Present 📍 Noida, Delhi

Process Developer (Accounts Receivables)

- Validated and activated sales orders in Salesforce, ensuring accurate processing.
- Processed deductions for promotions, pricing, shortages, overages, damages, returns, and freight.
- Recovered outstanding balances by billing customers through portals and email.
- Analyzed and validated deductions using SAP; reconciled payments and tracked invoice clearance.
- Resolved billing disputes by coordinating with clients and reviewing PODs and BOLs.
- Investigated overdue accounts and followed up to ensure timely recovery.
- Managed a team of 15 associates, overseeing task execution and performance.
- Led high-impact recovery projects, boosting monthly recovery from $30K to $100K+.

Archidesigns Pvt.Ltd

📅 07/2019 - 04/2023 📍 Srinagar, J&K

Senior Accounts Receivables Analyst *(2021 - 2023)*

- Led billing, invoicing, and account reconciliations to ensure timely and accurate collections.
- Supervised and mentored a team of junior analysts, optimizing workflow and ensuring accuracy in daily operations.
- Generated monthly financial and management reports, providing insights for leadership decision-making.
- Collaborated with sales and operations teams to align billing with project milestones and improve cash flow.
- Identified and implemented process improvements to enhance efficiency and reduce errors in AR functions.

Accounts Receivables Analyst *(2019 - 2021)*

- Managed invoicing, account statements, and reconciliations for accurate financial tracking.
- Ensured timely collections by maintaining accurate AR records and resolving discrepancies.
- Worked closely with clients to address and resolve payment issues and disputes.
- Supported the finance team with forecasting, budgeting, and business planning initiatives.

Corbus India

📅 01/2019 - 07/2019 📍 Noida, Delhi

Process Associate

- Order Management.
- Sourcing, procurement and Bidding.
- resolving queries and issues related to order managament.

EDUCATION

B.Tech

Maharshi Dayanand University

📅 2018

12th

Govt. Boys Higher secondary

📅 2011

STRENGTHS

Financial Management

Proficient in managing accounts receivables and optimizing financial processes

Technical Proficiency

Skilled in using SAP and Salesforce for efficient order management and invoicing

SKILLS

Salesforce	SAP
Dispute Management	Accounts Receivable
Order to Cash cycle	Invoice Management
Customer Management	Microsoft Dynamics
EXCEL	MS Office
Service now	Power Point

KEY ACHIEVEMENTS

Significant Revenue Recovery Achievement

Increased the monthly recovery from 30k to over 100k per month within just 2 months through effective management and strategic insights

INTERESTS

Hobbies

Playing soccer, hiking, gardening, and reading are my ways to unwind and stay balanced