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An Experienced 8+ years energetic and reliable as Revenue Associate for Order2Cash Order Management and Invoice and Billing. Seeking an Order to Invoice position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

Skills: SAP SD Module - Order to Cash, Order to Invoice Sales Order Processing, Revenue Recognition Billing Run and Invoice and Billing Cash Applications, Oracle 12, Service Now, Salesforce and Microsoft Dynamics US GAAP & ASC 606

**Certification: - Learning SAP Sales and Distribution SD Module
Six Sigma White Belt**

PROFESSIONAL EXPERIENCE

❖ **CURRENT PROFILE: NielsenIQ: Revenue Associate (Finance) as Order to Invoice (31st Jan 2022 – Till Date)**

RESPONSIBILITIES: -

- Contract Management Administer sales contract and order processing for the respective country in coordination with Client Service
- Accurate and timely processing of Sales orders & invoices
- Prepare billing runs and perform month-end activities related to revenue and receivables
- Billing Included: - T&M Billing, Milestone Billing, Service bases Milestone Billing
- Resolving any errors or discrepancies with customer billing or billing reports
- Work with Revenue Controlling team to support their deliverables, including Customer invoicing, credit management, and customer credit verification
- Accounts Receivable management including cash collection and allocation
- Revenue recognition
- Support revenue closing activities, including accruals, provisions, and reconciliations, are appropriate and accurate and are performed in accordance with US-GAAP/Stat rules, Global COE processes, and together with the Operational Controller
- Perform revenue recognition in accordance with US-GAAP criteria and maintain relevant documentation for auditing purposes
- Ensure revenue accounting is appropriate and accurate is performed in accordance with US-GAAP
- Provide regional input on revenue reporting to the Revenue Controller
- Handling Credit and Cancellation requests in SAP
- Preparing Deferred Reconciliation file on Monthly Basis
- Creating Manual Journal Entries
- Handled UK &IR and Germany Company Codes

❖ PROFESSIONAL EXPERIENCE 1: Infosys BPO Ltd: Order2Cash- Order Management Specialist (31st Oct 2019 – 25th Jan 2022)

RESPONSIBILITIES

- Processing Sales Order and Booking the Order.
- Creating Quote & Perform troubleshoot on all sales order and execute various enhancements to all process.
- Invoice Generation & Perform troubleshoot on all sales order and execute various enhancements to all process
- Monitoring and evaluation of all sales order issues
- Handling daily queries of Services and order related.
- Preparing, processing, and filling sales order request.
- Creating and issuing invoices to customers.
- Following up on outstanding payments and answering customer queries.
- Monitoring all payments and preparing monthly and quarterly billing reports.
- Ensure all clients remain informed on their outstanding debts and deadlines.

❖ PROFESSIONAL EXPERIENCE 2: WNS Global Services Pvt Ltd: Senior Process Associate Order Management (28th Nov 2016 – 4th Sep 2019)

RESPONSIBILITIES

- Processing Sales Order and Purchase Order Invoices.
- Preparing, processing, and filling sales order request.
- Responsible for the facilitation and the flow of the shipment escalations, research, tracking and reporting back to sales team.
- Handling Monthly Reports T&M AND T&E.
- Preparing payments by Verifying invoices, month End Close.
- Using Oracle service INCORTA Outlook and NPD Tools.
- Making Client call and with customer and sale steam.
- Escalations & head up of all flow back situation to TM and Client. Provided coding for posting and payment team within SLA (Service Level Agreement)
- Created Customers in system with all required information with proper approval as well as updated for the same.

❖ PROFESSIONAL EXPERIENCE 3: Mphasis Pvt Ltd: Associate for Order Management (14th July 2014 – 16th July 2016)

RESPONSIBILITIES

- Responsible for the facilitation and the flow of the shipment escalations, research, tracking and reporting back to sales team.
- Handling daily queries of Services and order related.
- Handling Monthly Reports T&M AND T&E. Preparing, processing, and filling sales order request.
- Preparing payments by Verifying invoices, month End Close.
- Making Blankets by using SOW AND Contracts Engagemen

ACADEMIC PROFILE

MBA (Aug '2012 – June'2014): MASTER OF BUSINESS ADMINISTRATION (Finance)

PERCENTAGE – 55.12%

Allana Institute of Management Sciences, MBA Unit Pune University, Pune (MH)

BBA (April '2008 – May'2011): BACHELOR OF BUSINESS ADMINISTRATION (Management)

PERCENTAGE – 60.00%

Vidiya Bharti Mahavidyalaya, Camp Amravati University, Amravati. (MH)

PERSONAL DETAILS

Date of Birth	: 17th Dec 1990
Nationality	: Indian
Languages Known	: English, Hindi, and Marathi
Marital Status	: Married

Date:

Place: