

MOHAMMAD MUJAHID

CONTACT

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SKILLS

- O2C & Accounts Receivable
- E-Filing (ITR/GST)
- Tally/Zoho/QuickBooks
- Collections & Dunning Customer Aging Analysis
- Business Ethics & Etiquette's
- Emotional Intelligence
- Cash Application
- Customer Centricity
- Process optimization activities
- GL Coding
- NSF/ACH Returns Handling
- Gallup's Cliftons' Strengths

CERTIFICATION'S

- Procure To Pay – Finance Expert
- PMI Certified Associate in Project Management (CAPM®)
- Tally Certified
- [Foxtrot Practitioner Certification](#)
- Six Sigma Black Belt: Lean and Six Sigma Fundamentals
- SAP S/4 HANA For Finance and Accounting

ICMAI Mandatory trainings

SAP FICO | MS Office | E-Filing | Accounting ERPs | Soft Skills | Analytics



PROFILE

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Experienced in Order to Cash (O2C) operations within Accenture's US Foods process. Skilled in Accounts Receivable, cash application, invoice processing, and payment reconciliation. Strong in aging analysis, collections, dispute resolution, and bank reconciliation with a customer-focused and ethical approach. Tech-driven and detail-oriented, leveraging automation and AI tools to enhance accuracy, efficiency, and workflow optimization.



WORK EXPERIENCE

Accenture Oct 2024 -
Order to Cash Operations New Associate

- Processed 100–150+ daily check, ACH, and wire payments using TANDEM, Versapay, and U.S. bank portals, ensuring accurate remittance–invoice matching and GL coding.
- Resolved exceptions (NSF, stop payments, prepayments, discrepancies) through detailed research and cross-team coordination with Credit, AR, and Sales.
- Automated invoice and statement retrievals using Excel macros and AI tools, and managed 500+ Queries/Month cutting manual workload and improving turnaround time and Customer Satisfaction
- Supported month-end closures, aging report analysis, and demand letter distribution via Quadrient Impress, ensuring accurate collections and compliance.
- Created an exception triage tracker (NSF/NSE/COA/stop payments) with status rules and data validation, cutting rework by 30% and saving almost 7 hours/week.

K S Ramkumar & Rao 2024
Accounts and Taxation Intern

- Filed GSTR returns for multiple clients
- Managed audits and stock verification at Intek Tapes Pvt Ltd.
- Gained hands-on taxation experience along with Tally Prime and Compu Office



EDUCATION

Institute of Cost Accountants of India 2025
Bangalore Chapter | New Delhi
Pursuing

Bachelor of Commer (B.Com) 2024
Bangalore University | Bengaluru
CGPA - 8.9