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**Objectives**

Seeking a challenging position in an organization, that can utilize my skills and provide new experiences and opportunities that can allow me to expand my expertise. I wish to leverage my fullest potential for the organization's capabilities to a maximum.

**Experience Summary**

* **5 year 5 months of experience in Account Payable Reporting and Account Receivable** domain and have Sound knowledge of AR process, **reconciliation**, and Expert in Preparing Reports.
* Reports – RTV(Return to Vendor),FPY(First pass yield), LTA(Loss Tree analysis), POT(Paid on time ), POC(Purchase order compliance),GRIR(Goods receipt and Invoice receipt),WIP(Work in progress),
* Strong emphasis and in-depth knowledge of **SAP** for DD **Run, DD rejection**, CDR (Collaborative Dispute Management) processing, incoming payments processing, Reconciliation, Downloading BS from Bank site, Processing Pro forma payment.
* Handling queries from the billing analysis regarding the customer accounts and making adjustments as per their requests.
* Month – end closing of Account Receivable Activities.
* Good Team player, highly motivated and self-starter with excellent communication, coordination, documentation, team management and interpersonal skills

**Educational Summary**

* PGPM (Finance), 67% from National School of business (2008-10).
* BBA (Finance), 72% from JSS college GOKAK, Karnataka University) (2005-08).

**Skills Summary**

* Accounting package – **SAP,**
* Ms Office -skills in layout and formatting of Word, Excel and Power point.
* Process Improvements.
* Knowledge of VSM (Volume stream mapping).
* Oracle activity: Updating and deleting Text and assignments of customer invoices.

**Employment History**

**Current Employer:**

Employer: IBM India Pvt. Ltd.

Date (From - To): 10 June 2010 to till Date

Current Position: Senior F&A Executive.

Role/Responsibilities: Cash Applicator in AR process.

**Role & Responsibilities in O2C:**

* Investigated misapplied payments to correct and ensure proper allocation.
* Conducted in depth research and analyzed complex data from branch sales and support staff for unapplied payments.
* Responsible for processing refund requests and making general ledger adjustments.
* Sorted lock box receipts and posted accordingly to customer accounts.
* Analyzed credit accounts to determine if a refund should be processed. Processed any necessary.
* Balanced receipts, reconciled daily work batches, and prepared audit trail. Maintained all checks and identified primary payment (EOB) when a secondary payor is present and referred accordingly.
* Analyzed and handled the Blocked payments.
* Coordinating with external clients and internal stakeholders via email to resolve the issues.
* Adhere to Month End Closer/Year End Closer time lines.
* Handling the AR related day to day activities for 7 countries.
* Auditing the activities which have done by the team.
* Making direct debit runs for collection from customer with electronic banking. Running the DD for multiple company codes.

**Role & Responsibilities in Reporting Team :**

* Analyze and prepare the weekly report for the open invoices.
* Analyze and prepare the daily report for the open and pending invoices
* Barcode Reconciliation of scanned documents with RC report.
* Analyze and prepare report of Posted & Rejected invoice documents.
* Analysis of the cycle time of invoice and report preparation.
* RTV (return to vendor) report preparation.
* POC (Purchase Order compliance) report.
* GRIR (Goods reciept Invoice reciept) report.
* POT (Paid on time) report.

**Accomplishments:**

* Done reengineering for two processes (Germany and Belgium) now it saves 1 FTE Job using Six Sigma.

**Awards and Recognition:**

* Has been awarded Star Performer for an outstanding contribution to the team and the process.
* Has got the Ovation award for outstanding contribution to the team.

**Trainings Completed:**

1. Reconciliation.
2. Advance excel(V-lookup, Navigations, Pivot table etc)
3. Collaboration (Team collaborative behaviors: Think mutually, be passionate, earn trust, Give and take fairly, Communicate)
4. Six Sigma (Studied **DMAIC** Theory )
5. VSM (Volume stream Mapping)
6. Kaizen Theory.

**Personal Details:-**

Gender: Male

Pan: GHJJK1236K

Passport: H1236522

Marital Status: Single

Dob: 12/12/1984

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: / /

Place: Bangalore (ABHINANDAN M)