**Murali Babu**

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**Accounts & Finance Professional**

**Executive Profile**

* Management Graduate with 5+ years’ of experience in Accounting & Finance
* Proficient in independently handling activities encompassing related to Master data,

Accounts receivables, Account Payable and Intercompany Billing

* Demonstrated ability in transfer of “Accounts Receivable”, “Accounts Payable” and “Intercompany Billings” process from Netherlands during **Off-shore Transition** and successfully stabilized
* Well versed with working in computerized environment with expertise in SAP
* Budget minded with strong focus on cost management.
* Good reconciling skills and high level of accuracy. Multitasking skills and ability to work under pressure
* Good communication and interpersonal skills, clear and direct coupled with strong analytical skills
* Highly motivated and ambitious individual to give timely and accurate advice, guidance, support and training to the team members and individuals.
* Looking forward to a making a significant contribution in Accounts & Finance with an organization of repute that offers a genuine opportunity for progression.

**Professional Experience**

**MAERSK Global Service Centre, Chennai Since Jun’2010**

**Specialist – Working Capital - Accounts Receivable and Accounts Payables**

The world’s largest container shipping company and a customer-focused leader in reliable, eco-efficient transport; holds strength, stability and leadership in port operations around the world. An independent oil and gas company that transforms challenging fields into commercial success around the world.

**Responsibilities:**

***Master data***

* Set up of customer and vendor master data details in financial system SAP
* Credit evaluation for customers
* Customer and supplier deactivation process
* Creation of contract, uploading of pricing condition for the respective sales and purchase contract

***Accounts Receivable***

* Successful stabilize of the process outsourced during Off-shore transition from Netherlands to India
* Dunning – Statements/Letters of total outstanding invoices are sent to the customers twice in a week through On guard system (legacy) (Both External and Intercompany customers)
* Cash Application of customers on daily basis (Both External and Intercompany customers)
* Download the customer payments ( from the banking site – Citi bank)
* Posting of entries in SAP
* Allocating the payments received based on the specification sent by the customers
* Collating and tracking of specification from the customer in advance before the payment in order to allocate the payment at first time to the correct invoices and for 100% FTHR (First time hit ratio)
* Analysis of unallocated payments, On accounts and communicate with the customers to get specification of the payment
* Prepare reports on PBD (Provision for bad and doubtful debts) for each month close (As per GAAP)
* Reporting activities to all stakeholders and deliver necessary management reports as and when needed

***Accounts Payable***

* Successful stabilize of the process outsourced during Off-shore transition from Netherlands to India
* Reconciling Vendor statements of accounts (Major Carrier vendors)
* Review the statement of accounts from the supplier to ensure completeness and correctness of data in both the books
* Proper registration of disputes to the supplier and follow up to get corrected in order to clear in our books
* Ensure timely and accurate reporting of statement of accounts to the supplier to make the payment of the invoice on time and to have better relationship with the supplier on the business perspective
* Scheduling of reconciliation for Supplier accounts and cleaning the books
* Ensure that the accounting system SAP is up-to-date as in the SOA
* To ensure that adequate visibility of all items in the supplier books is provided to all stakeholders and deliver necessary management reports as and when needed
* Making payment through Citibank manual payment for any business contingency
* Execution and approving the payment proposal matching with the vendor open items and internal control
* Posting of invoices in SAP to make any urgent payment to the supplier (For all import services),

3 Way Matching (PO/GR/Invoice)

***Intercompany Billing Accounts Receivables and Payables***

* Intercompany charges between Damco offices (Subsidiary of Maersk line) will be settled through ICB. The purpose of ICB is to limit outstanding amount, deadlines for updating and responding charges, minimize disputes, and ultimately timely invoicing of all charges to end clients.

***ICB Accounts Receivables***

* Uploading of charges into ICB System for receivables from the Billing/Invoicing in SAP and calculating the daily exposure ( ICB Damco Guidelines) on a daily basis and reconciling SAP Vs ICB System
* **ICB Cash Application** Download the payments from the Citibank on biweekly and account it to the customer ledger and allocate with the invoices (ICB Cash Pool settlement)

***ICB Accounts Payables***

* Scanning of ICB invoice in SAP generated on a weekly basis
* Check the invoices scanned are available in the system
* Do an analysis for the invoices which are not posted ( Purchase order availability)
* Download the payments from the Citibank on biweekly and account it to the vendor ledger and allocate with the invoices if available (ICB Cash Pool settlement)
* Execution of payments for Non cash pool ICB suppliers matching with the receivables

***On Account Analysis*** - ***Accounts Receivables***

* Customer ledger should have only the Debit entries – Invoices to collect from the customers, there should not be any credit balances in the customer meaning received funds are still not allocated
* Analyzing the payments posted on the customer level and allocating with the invoices available after the confirmation from the local organization/ customer
* Unknown payments received are analyzed on daily basis in order to make the suspense ledger clean and account the payment to the correct customer

***On Account Analysis*** - ***Accounts Payables***

* Vendor ledger should have only the Credit entries – Invoices to pay to the supplier, there should not be any Debit balances in the Supplier meaning payments are still not allocated to the invoices
* Analyzing invoices scanned as work flow and checking for the PO (purchase order) availability and post the invoice to allocate with the payment

**Daily checking and tracking of the on account analysis in order to make the books clean and also for accurate and complete reporting activities**

***ICB Reporting***

* Period end Accruals reporting for ICB clients for both receivable and payables
* Weekly reconciliation of ICB receivable to calculate the exposure risk and action point to recover the same / absorb loss
* Balance confirmation on the period end to different ICB clients involved in the business
* Monthly reconciliation of ICB receivable and payables – (YTD Financial Year)

***Rewards & Recognition/Improvement***

* Successful stabilize of the process outsourced during off-shore transition from Netherlands to India

**(Dec2013-Feb2014 and Aug2014-Sep2014)**

* Projects on Value addition (Cost invoiced with sales order deleted/ Aligned Vendor payment terms)
* PEX – Process Excellence QDNA White belt certified
* GSC success award for Q1 and Q2 2015
* Best Collaboration award between shared service Centre’s and client for the year 2014
* Implemented various control checks in the process and been appreciated from the CFO for the same
* Won the Customer service Award for first quarter of 2011 / 2012 / 2013 and 2014 from Accounting Department, MAERSK
* Submitted Projects & KAIZENS as a measure of improvements in the day today activity

**EDUCATION**

**Accounts Payables Managerial Certification** APM - Pursuing (2015-2016)

Institute of Finance Management (IOFM)

**Master’s Degree in Business Administration** (2008-2010) MBA

Rajalakshmi Engineering College (Affl- ANNA UNIVERSITY)

Chennai

Dual specialization in Finance and Marketing

Percentage Obtained -79%

**Bachelor’s Degree in Commerce** (2004-2007) B.Com

Madras Christian College (Autonomous)

Chennai

Percentage Obtained -63%

**Higher Secondary School** (2002-2004)

Vivekanadha Vidhyalaya (CBSE)

Chennai

Percentage Obtained -74%

**Secondary School** (2000-2002)

Vivekananda Vidhyalaya (CBSE)

Chennai

Percentage Obtained -68%

**PERSONAL INFORMATION**

* Date of birth : 13 October 1986
* Marital Status : Married
* Nationality : Indian
* Gender : Male
* Passport : A4563215
* Pan : BNMKL1256K
* Lingual proficiency : Tamil and English (Reading, Writing and Speaking)
* Passport Details : Available (Visa – Schengen Valid till 2016 July)
* References : Available on Request

Date

Place B.Murali