

## CURRICULUM VITAE

ALTAF. I. KABRA

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### Professional Snapshot:

An astute professional with nearly **13 years** of comprehensive experience in **Global Accounts Receivables/Global Order to Cash processes, Transition/Transformation of F&A domain to Shared Services, Process Standardization/Improvements, Establishing SOPs, Internal Controls & Compliances, Revenue Recognition from Contracts, SOX Controls, Reconciliations, Billing, ASC 606 Student Accommodation Accounting, Collection Accounting, Debtors Recon, GL Scrutiny, Retail Audits, Credit Collection, Team Handling, Senior Leadership.**

### Core Competencies

♦ Finance & Accounts ♦ Credit Control ♦ Process Standardization ♦ Handling Live Audits ♦ Governance ♦ Reconciliations ♦ Project Management/Transformation ♦ Liaison Coordination ♦ Team Handling ♦ MIS ♦ SSC ♦

### Academic Record

Completed MBA Finance in 2009 from Gujarat University securing 62.86%, stood College 3<sup>rd</sup>

Completed BBA Finance in 2006 from Saurashtra University securing 68.88%, stood College 1<sup>st</sup>

### Employment Record

Company Name	Role/Process	Last Designation	Employment Period
QX Global Group	Service Delivery Ops (UK Clients)	Manager F&A	Oct' 2021 - Present
Welspun Global Services Ltd	Order to Cash (India & US Ops)	Manager/Lead	Jan' 2021 - Jun' 2021
Vodafone Idea Shared Services Ltd	Corporate Assurance/Internal Audit	Specialist	Feb' 2019 - Jan' 2021
Vodafone Idea Shared Services Ltd	Finance Operations – O2C	Specialist	Nov' 2010 - Feb' 2019
SNL Financial Pvt Ltd	Capital Markets	Analyst	Mar' 2009 - Nov' 2010

### Distinctive Highlights at

#### 1) QX Global Group

(Oct 2021 – Present)

- **Corporate Accounting** Head for the leading Student Accommodation Giant for UK & Rest of Europe.
- Accountable for **high-level client satisfaction** covering the key functions across O2C, P2P and GL accounting.
- **Due Diligence** Governance & Process Transition for Corporate Billbacks, Payroll, O2C and P2P managed smoothly.
- Identified, Supported and Lead **process improvement initiatives** to drive operational effectiveness & controls.
- **Assisted Team Leads & Managers** in defining team structure, roles, reporting paths for Global Business.
- Documenting Business Requirements, Creating **AS-IS process** maps, Preparing **SOP's**, and **Process Workflows**.
- **Conceived, Assessed & Developed Technology** vision for the F&A Division in terms of Time & Motion analytics.
- Ensured all processes are operating efficiently and effectively by identifying **best practices** of industry.
- **Analyzed root causes** for lapses in timeliness & accuracy in regular processing & reporting activities.
- Responsible for **communication of strategy/initiatives/high level performance metrics**.
- Responsible for delivery to agreed **SLAs', defining KPIs' and project milestones** been **Head of Department**.
- Introduced to new approaches and processes, which contributed both to **step-change improvements** in current area, and to **business growth/efficiency** in wider organization.

## 2) Welspun Global Services Ltd

(Jan 2021 – Jun 2021)

- **Leading team** of 7 Associate Managers & Officers for end to end O2C process at SSC for multiple locations.
- Ensuring **correct accounting of revenue** & corresponding accounts receivable yearly volume INR 6000 Cr.
- Providing domain expertise been **Tower Leader** addressing **Voice of Business** for respective tower, resolving risks, issues and decisions escalated to the level ensuring customer centric approach.
- Ensuring **Customer Accounts Reconciliations** performed effectively to get Overdue cleared within TAT.
- Undertaken **Transformation projects** of getting various operational activities performed automatically.
- Designing **SLA for Accounts Receivable Function** and ensuring same is achieved with 100% accuracy.
- Mentored **Customer LC, Bill Lodgment and Discounting profile** to the new resource at Shared Service.
- Flashing daily productivity **reports**, weekly SLA reporting and monthly **dashboards** to CFO for the business.
- Lead in configuration & rolling out of new initiatives for bringing productivity and efficiency in the process.
- Handling **internal, statutory audit, compliance and stakeholder management**.
- Preparing **Special Ad-hoc presentations and Reports** for the Entity and Governance requisites.

## 3) Vodafone Idea Shared Services Ltd

(Nov 2010 –Jan 2021)

- **Process Transitioning/Transformation for O2C Processes** done from circles to SSC.
- Handled a Team of **9 Members** being the **team SPOC** (Single Point of Contact) at SSC.
- **Debtors Reconciliation & Bank Reconciliation** on daily basis scrutinizing whether customer having made payments have got correctly accounted in Vodafone Systems or not.
- Developed **Credit Control System** to ensure effectiveness in collaboration with **Retail and Finance Team to identify overdue payments to initiate legal proceedings & reducing bad debts**.
- **GL Accounting and GL scrutiny** done on daily basis for 13 GL control accounts.
- **Daily MIS** published to Finance and Retail Leads on daily basis mentioning the deviations.
- **Coordination** with internal departments to resolve discrepancies and Open Aged Items under buckets.
- **Handled SoX Audits and External Audits (PwC, E&Y}** for the team on quarterly basis
- Led **Retail Governance (SoX Process)** covering a wide range of **500 Stores** of Vodafone Idea PAN India.
- Assisting in **Planning, Scoping & Risk Assessment** processes, including collaboration with **business process owners and stakeholders**.
- Endorsing the **Self Validation Control Check List** for **690 Store Managers** to ensure that managers fill up accurate response (Compliant/Non-Compliant/NA), followed by detailed Analysis to Retail heads.
- Led end-to-end walkthroughs to **identify risks, control gaps, and improvement opportunities** in terms of **Cash Management, Inventory Management, Documentation & Compliances**.
- **Reviewing repetitive observations** & coordinating respective units for remediation of deficiencies at store in terms of **Cash Management, Inventory Management, Documentation & Compliance**.
- Recognize **different cultures and business practices** in various locations with the business process owners to recommend optimal business solutions to strengthen controls and uniformity.
- **Driven System Automation projects**, implement results ensuring sustainability of achievements by monitoring & reporting on progress of project to all stakeholders, identifying & escalating road blocks.

## 4) SNL Financial India Private Ltd:

(May 2009 – Nov 2010)

- Data Mining/Data Research related to Capital Markets function.
- Updating the financial Data related to the Stock Holding of the company at different intervals
- Accountable for correct authentic information without any errors.

## ***Significant Accomplishments***

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- Been titled as “SPOC/Team Representative” for my team in just 4 months of joining.
- Been Awarded the best performer of OTC Vertical by the Business Head of VIVL in June 2018
- Have been nominated as “Superstar” for excellence 4 times by the AVP of VSSL
- Won the “Best Process Improvement Idea” Award in 2012
- Independently migrated 3 different projects within the function
- Standardized the Templates for all 23 circles to get the reconciliation done in same phase.

## ***Other Knowledge***

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- SAP Finance Module (Working with FBL3N, ZFNMJUT\_Fidoc, F.08 T-codes on routine basis)
- Strong Knowledge in MS Dynamics GP for Accounting and Oracle CRM Application
- Competency in PowerPoint Presentations, Charts, V-Lookups, H-Lookups, Conditional Formatting, etc.

## ***Personal Details:***

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Date of Birth	05 <sup>th</sup> June' 1985
Marital Status	Married
Languages Known	English, Hindi, Gujarati, Kutchi
Hobbies	Playing Table Tennis, Playing Cricket, Exploring New Places and People, Helping Small Kids in Studies
Current Location	Ahmedabad {Gujarat}
Religion & Caste	Muslim (Halaai Memon)
Nationality	INDIAN

- ***Altaf Ismail Kabra***