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**Summary**

With a track record of achieving results, I am a highly experienced professional with over 12 years of expertise in process re-engineering, project management, financial reporting, financial statements, and reconciliation. My goal is to utilize my skills and knowledge to excel in the role of Finance Manager within an organization

**Work Experience**

**Genpact India Gurgaon Apr 2019 – Till Date**

Manager – Transformation

* Serving as the subject matter expert (SME) for Back Office (BO) in the Process Re-Engineering Project, aimed at enhancing and streamlining end-to-end R2R processes.
* Working collaboratively within the team to ensure continuous improvement and adherence to strict compliance standards.
* Taking the lead in optimizing the communication flow between Project team, Back Office (BO), Middle Office (MO), and Embedded Finance (EF) to improve efficiency and effectiveness.
* Utilizing analytical skills to identify and address problems, finding innovative solutions, and making system improvements.
* Providing expertise and guidance to stakeholders regarding best practices and process improvement initiatives.
* Participating in team meetings, sharing insights, and contributing to the overall success of the Process Compliance, Control, and Improvement team (PCCI).

Manager - Financial Reporting

* Managed a team of five members, ensuring performance and quality aligned with client expectations, meeting monthly/quarterly/annual goals, SLAs, and KPIs.
* Conducted workload assessments, introducing new operational processes that increased productivity by 30%.
* Identified process improvement opportunities to enhance operational efficiencies.
* Collaborated with Finance business partners, overseeing effective financial reporting and compliance with regulations and procedures.
* Conducted Monthly Regional Governance Meet to review performance.
* Served as the single point of contact for queries from Group reporting's team and other business areas related to financial data.

Assistant Manager (Record to Report)

* Prepared, examined, and analyzed accounting records, financial statements, and reports for accuracy, completeness, and adherence to reporting and procedural standards.
* Provided internal and external auditing support, ensuring compliance.
* Managed month-end, quarter-end, and year-end close reporting, including Intercompany transaction reporting and Blackline balance sheet reconciliation.
* Analyzed monthly depreciation, capitalized and disposed of assets, and reviewed month-end journals for Amortization and Accrual.
* Automated the SAP vs. ERH Recon process, saving 3 hours of manual effort per month and eliminating last-minute hassles.
* Led and submitted a GB project, resulting in 1 FTE savings and implemented 10+ lean ideas to reduce manual effort and increase efficiency.

**Tata Consultancy Services, Gurgaon Dec 2016- Mar 2019**

Senior Associate SME (Revenue Accounting)

* Conducted revenue forecasting based on previous month's forecast revenue, actual revenue, and sales yield from previous months.
* Prepared revenue earned reports from various sources, processed payments for GSA and Codeshare partners.
* Managed subledger application and processed JV in Oracle, ensuring reconciliation between GL and Sub Ledger using Blackline.
* Streamlined the FX GL reconciliation process and automated the three-way matching, resulting in ~1 FTE savings through the Kaizen project.

**Louis Dreyfus Company India Pvt Ltd Gurgaon Feb 2016 – Dec 2016**

Financial Accounting Analyst (Cash Management)

* Processed payment batches for the AP team, including checks, ELE, wire transfers, and ACH payments. Prepared bank reconciliations.
* Generated accruals and prepaid reports for month-end close, created journal entries in MS Dynamics GP.
* Managed payments for different entities and maintained daily bank balances to avoid overdrafts.

Conducted Intercompany Settlement Reconciliation at month-end.

**Infosys BPO Ltd, Gurgaon June 2012 – Feb 2016**

Senior Executive

* Managed day-to-day operations of payment receipt processing, reconciled GL and reported on billing, payment receipt allocation, collection, and activity.
* Reconciled two sets of books to match cash application balances with G/L accounts.
* Prepared monthly statement reports, including ISOC, Roll Forward, and Month-End Reconciliations

**AllSec Technologies, Chennai Oct 2008 - Jan 2010**

Executive

* Managed the Client's Customer Receivable Database, providing details of outstanding receivables to the Collection Team.

**Training and Certifications**

* Agile Scrum Master – Simplilearn
* CAPM® Certification Course – Simplilearn
* Six Sigma Green Belt Certification (GB) – Genpact
* 7 Star Lean - Genpact
* Data Build with Tableau and Power BI - Genpact
* Kaizen certification - Tata Consultancy Services
* Microsoft Excel with VBA (Collaborative Developers Pool) - Infosys BPO
* Six Sigma Yellow Belt Certification (YB) - Infosys BPO

**Project Experience**

**Back Office - Subject Matter Expert (SME) for the Fit for Future project**:

* Collaborating with cross-functional teams to standardize the design and implementation of prioritized Record to Report (R2R) operating procedures throughout 2023.
* Playing a crucial role in the GFS (Global Financial Services) strategy to enhance process standardization and identify automation opportunities to drive productivity improvements.
* Providing expert insights and recommendations to streamline and optimize R2R processes, ensuring consistency and efficiency across the organization.
* Conducting in-depth analysis of existing procedures, identifying gaps, and proposing innovative solutions to improve operational effectiveness.
* Collaborating with stakeholders to understand their requirements and aligning process standardization efforts with their needs.
* Contributing to the development and documentation of best practices, guidelines, and SOPs (Standard Operating Procedures) for R2R processes.
* Participating in cross-functional meetings, workshops, and training sessions to share expertise and drive effective implementation of standardized procedures.
* Actively contributing to change management activities, including communication and training, to ensure smooth adoption of standardized processes.
* Monitoring and evaluating the impact of implemented changes, identifying areas for further improvement, and making recommendations for ongoing optimization.

**GB Project**: Automated the "non-brand" SMM costs to brands allocation process, reducing processing time by 50% and saving 1 FTE.

* Utilized the 4D (Define, Diagnose, Design, and Deploy) tool with Quick Process Automation (QPA).
* Implemented standardized templates with built-in validation and checks for 100% accuracy.

**YB Project**: Automated MIS Reporting, reducing weekly activity time from 2 hours to 20 minutes and saving approximately 86 hours annually.

* Used the DMAIC (Define, Measure, Analyze, Improve, Control) tool to optimize and design the MIS reporting process.

**Education**

**Master in Business Administration** (Finance and Marketing) **2010 - 2012**

MTU Noida (UPTU Lucknow)/GIMT Gr. Noida UP

**Bachelor of Commerce 2005 - 2008**

V.B.S.Purvanchal University, Jaunpur UP

**Technical Expertise**

* SAP - 5 Years
* Blackline – 6 Years
* MS Dynamic GP – 10 months
* Oracle/Peoplesoft – 3 Years
* MS office, Word, Excel, PPT: 10+ Years
* Microsoft Excel with VBA – 3 Years
* Tableau/Power BI – 2 Months