



## Lead Executive

# Ashiyam Mohd Hood

### Professional summary

A highly motivated finance professional with over 8+ years of experience assisting business in the Finance & accounting. Advanced knowledge of building efficient financial reports, managing and planning accounts payable process and doing the audits. Team builder who is acutely attentive to process needs. Punctual problem solver and avid multitasker. Track record of being an essential part of the management's team to create an impact.

### Experience

#### Lead executive

October 2022 - April 2024

EY / India, Bangalore

As a Lead Associate at EY, India, I have had the opportunity to utilize my skills and expertise to oversee and manage various projects. With my strong leadership abilities and analytical mindset, I have been able to successfully guide my team towards achieving project objectives and delivering high-quality results.

- Managed and led projects for **Accounts payable and travel & expense** (End to end)
- Audited invoice PO and NON PO processing for compliance with three-step process, reducing overpayments by 15%
- Review of the expense report of the global employees
- Provide first level assessment of receipts and expense reports in compliance to client's subscription policies and procedures
- Validating and escalating report related issues with the end users to get it corrected and re-submit.
- Interacting with clients through e-mails and conference calls to review and resolve operational issues as well as implement new process changes
- Developing and maintaining training documents, process SOPs, training framework, approach documents etc.
- Work with our third party service provider to coordinate Foreign VAT reclaim activities
- Perform pre- and post-submission checks of VAT returns
- Control over transactions in foreign and notional currencies
- Handling GST compliances involving ascertainment of monthly tax liabilities.
- Auditing of T&E as per the policy and processing payments
- Assist with month and year-end closing for Accounts Payable
- Processing of vendor PO and NON PO invoice and payments with all the checks
- Preparation of report for monthly business review
- Managing Forex Vendors for the reloads to secondees
- Processing vendor master request for creation and amendment as requested by the business in client systems
- Handling team size of 6 members from last 3 years
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### Links

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### Education

#### Master of Business Administration (MBA)

2012 - 2014

Uttar Pradesh Technical University

India, Noida

Finance

#### B.Com

2009 - 2012

Lucknow University

India, Lucknow

Accounting & Finance

### Skills

Accounts Payable



Travel & Expense



Leadership



Teamwork



Project Management



### Awards

Star of the Year

### Languages

English Hindi

### Hobbies

Payments processing includes all the currencies with different payment method and batch

- Introduced new 1 on 1 system for transformation and innovative 360 degree annual reviews for AP clerk team resulting in 50% reduction in staff turnover
- Monitoring all the activities performed by the extended team

- ◆ Traveling
- ◆ Bike riding

#### Courses

#### Tally

2009

Samtech

#### Personal info

- ◆ Nationality: India

## Process Lead

July 2018 - October 2022

TechnipFmc / India, New Delhi

As a Process Lead at TechnipFmc, I have been responsible for overseeing the entire process of project execution from start to finish. This includes coordinating with cross-functional teams, monitoring progress, and ensuring timely completion while maintaining quality standards.

- Making payment proposals and doing the payment to vendor
- Auditing of the Travel and expense ("T&E") of the employees as per the company's policy and ensuring the timely payments. Processing the aging report
- Review of the expense report of the global employees
- Provide first level assessment of receipts and expense reports in compliance to client's subscription policies and procedures
- Validating and escalating report related issues with the end users to get it corrected and re-submit.
- Interacting with clients through e-mails and conference calls to review and resolve operational issues as well as implement new process changes
- Developing and maintaining training documents, process SOPs, training framework, approach documents etc.
- Managing the shared mailbox and updating the SOP's on regular basis, process checklist and so on
- Processing of the PO and NON PO invoices of the vendors
- Sending invoices for the approval to the budget holders
- Chasing with the buyers for clearing the hold invoices for critical and non-critical suppliers
- Verifying the expense report with the invoices and need to check is there any policy violation
- Running of the labor load (related to payroll and financial reporting)
- Fixing the exceptions and taking the corrective action on the basis of exception
- Preparation of the calendar for labor load and month end closing
- Timely communication to the concerned person of the report for billing
- Taking care of business accounts reconciliation through Barclaycard
- Pulling of the invoices and spreadsheet for the allocation of cost and Distributing the cost to the related project
- Timely communication with budget holders for the specific projects
- Interaction with onshore clients for process queries and interpretation of audit structure
- Processing vendor master request for creation and amendment as requested by the business in client systems
- Month end closing and preparation of Reconciliations
- Preparation of accruals and processing
- Intercompany schedules preparations and follow up for the missing information.
- Payment processing for different countries and with different payment method like ACH, SWIFT, EFT etc.

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## Team Member

May 2017 - May 2018

FIS global business solutions / India, Gurgaon

As a Team Member at FIS global business solutions in India, I had the opportunity to work alongside a talented and dedicated team to provide exceptional services to our clients. During my time at FIS, I honed my communication and problem-solving skills while gaining valuable experience in the financial services industry.

- Reviewing the travel and entertainment expense reports of the global employees.
- Ensure process issues are resolved and documented within a specific time.
- Interacting with clients through e-mails and conference calls to review and resolve operational issues as well as implement new process & procedure changes.
- Verifying the expense report with the invoices and need to check is there any policy violation.
- If there is any policy violation in the expense report we reject the expense report.
- Developing and maintaining training documents, process SOPs, training framework, approach document etc.

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## Associate

May 2015 - April 2017

Accenture / India, Noida

During my two-year tenure as an Associate at Accenture, India, I had the opportunity to work on a wide range of projects in the service domain. I was involved in various stages of project implementation, from requirement gathering and analysis to solution design and deployment. My role required me to collaborate with cross-functional teams and communicate with clients to ensure the timely delivery of high-quality solutions.

- Efficient process vendor invoices and maintain up-to-date system.
- Open and assigns new vendor accounts.
- Coordinate approval process of all the accounts payables invoice
- Balance batch summary reports for verifications and approvals.
- Research and resolve all payments problems
- Timely communications to clients.

### Project

## Project Handled

September 2019 - January 2020

Norway & France, Paris and Oslo

**France and Norway transition for Accounts payable and Travel & expense process.**

### Custom

## ERP Exposure

Oracle, SAP Concur, MOFS, DFM, OCR