

## Sofiquil Alom Ansari

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### Profile Summary:

MBA in financial management with expert knowledge and core experience in finance and accounting for decades. Currently I am associated with Genpact as Assistant manager, the objective is to work at a responsible position with a corporate organization that fosters continual learning environment where my expertise, interpersonal skills and managerial skills would be utilized, and continued growth would be encouraged.

### Experience:

- Genpact India Pvt Ltd- Assistant Manager- Since July 2022.
- NielsenIQ India Pvt Ltd- T&E Associate- Sept 2020 to July 2022.
- Signify India Pvt Ltd.- Lead Clerk- April 2017 to Sept 2020.
- Unisys India Pvt Ltd- Transaction process associate- Jan 2015 to April 2017.

### Education:

Master of Business Administration (MBA, Financial management).

### Skills:

- Team management.
- Operation Management.
- Client Management
- Transitions Management.
- Payments/Disbursement.
- AP Helpdesk (ServiceDesk).
- Travel and Expenses.
- Invoice processing.
- Order management.
- Billing.

### Technical skills:

- MS-Office.
- Advance Excel.

### ERP/Applications:

- SAP S/4 Hana.
- SAP Concur.
- Oracle 11i & r12.

### Highlights:

- New process setup.
- Transitions of PTP & Order management process and subprocess.
- Complex problem solving, efficient and resourceful.
- PTP (IP, payments, helpdesk, T&E), OTC (Billing) and SCM (Order management).
- Knowledge of GAAP, IFRS, SOX and GDPR.
- Application used: MS-Office, Google, Oracle, SAP, Concur, Service now.

### Professional experience:

- Leading the operations for P2P payments team of 19 members including 2 operational team lead by setting up the high performing operation activity.
- Worked closely with other departments to understand transactions and ensure they are processed and accounted accurately and on time.
- Act as point of escalation to resolve accounting and reporting related issues.
- Provide periodic training to team members to ensure the team is up to date on every aspect on the process updates.
- Reconciliation on Intercompany, vendor payments, GR-IR, employee payment and critical vendor payments.
- Monthly, quarterly, and yearly accruals related to PTP process.
- Successfully completed transition on T&E, IP, order management, billing, payments, and helpdesk.
- Preparation of the forecasting report for weekly and monthly basis to share with the treasury team to maintain required funds for payment.
- Ad-hoc reports and flash reports preparation on current liability.
- Trainer of PTP IP, T&E, payments, and reconciliations.
- Analyze on suspense accounts for refunds and payments and prepare the reclassification entry.

**Language known:**

- English, Hindi, Assamese, Bengali.

**Awards:**

- Golden recognition award for 100% accuracy in invoice billing process on a critical time.
- Recognition for making the highest count record in invoice processing.
- Award for dedication and discipline with a positive attitude.

- Coordinate with senior stakeholders internally and externally as and when required.
- Corporate Program Administrator of American Express for corporate and procurement cards.
- Monthly, quarterly, and yearly GL reconciliation on ledger vs sub ledger and reclass entry preparation.
- Responsible for maintaining SOP's & SOW's for PTP activities & timely updating of documents whenever required.
- Processing and payments of discount, freight, commission, utilities invoice.
- Processing of unearned discount which was processed with discount but not earned as per the business terms.
- Check the availability of raw material into the inventory and create PO if the required product is not available into inventory.
- Manage all communication with all sales departments and process all customer orders and shipment of products to ensure optimal practices for all processes.
- Provide an interface with the finance department and manage all contracting processes and manage all incoming purchase orders from various email locations.

**DECLARATION:**

I hereby confirm that all the furnished information into this CV is correct and to the best of my knowledge.

Place:

Date:

Name: Sofiquil Alom Ansari