



CAREER SUMMARY

Offering 12+ years of **client management and shared service finance** in KPO and ITES industry encompassing the following

- An interactive team leading experience along with international stakeholder management.
- Managing the bottleneck in the process flow, ensuring timely delivery of jobs and reporting.
- Devising strategy for objective management and adherence of SLAs by team members

Priji.K.Chandran

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Core Proficiencies

- Accounts payable
- Accounts Receivable
- Credit control
- Treasury
- Team management
- Process Automation

IT SKILLS

- Microsoft D365
- Agresso Unit 4
- Tally
- MS Office Suite

Certifications

Certification in Leadership training program.

Coaching and upskilling people.

Achievements

Best employee for the year 2013 in Aptara

Key roles

- ✓ Managed Accounts Receivable team & Accounts payable team.
- ✓ Project management & People management, conducting performance appraisals and recruitment.
- ✓ Possess expertise knowledge of O2C & P2P
- ✓ Has direct interaction with Group financial controller and Finance Director
- ✓ Team Leading & International stakeholder management.
- ✓ Successfully transitioned major tasks from onshore to offshore.

PROFESSIONAL EXPERIENCE

RM Education Solutions India Pvt.Ltd.(May 2014 – Feb 2024)

Designation: Associate Manager

Accounts payable & Treasury

- ✓ Responsible for supplier payments within credit terms
- ✓ Forecasting, working capital management and performing month end activities.
- ✓ Maintains creditors aging, tracking, reporting, resolving payment queries.
- ✓ Automation of the key process such as invoicing processing and cash application
- ✓ Transfer of funds, reconciliation of all operating bank accounts

Priji.K.Chandran

EDUCATIONAL QUALIFICATIONS

- B. Com from Arts College, Trivandrum, affiliated to University of Kerala (1998-2001)

Language proficiency.

- ✓ English
- ✓ Malayalam
- ✓ Hindi

PERSONAL PROFILE

Father's name: K Chandra Balan

Date of Birth :14.02.1981

Place of Birth: Trivandrum

- ✓ Vendor reconciliation
- ✓ Works closely with central finance team.
- ✓ Provides reliable and accurate information to internal / external auditors and management that facilitated preparation of year-end financial statements.

Accounts Receivable

- ✓ Cash collection proposal & Target Setting
- ✓ Cash forecasting and performs month start/end activities.
- ✓ Responsible for Unallocated cash management & Bank reconciliation
- ✓ Responsible for all invoicing and collections, credit approval for 3,000+ customers
- ✓ Implemented a contingency plan for the critical functions of the Accounts Receivable team by ensuring everyone was successfully cross trained.
- ✓ Responsible for Accounts Receivable aging, tracking, reporting; resolving late customer payments.
- ✓ Created Legal recovery process for all previously uncollected debts.
- ✓ Identify write off accounts for Director of Finance
- ✓ Reduced aged debt over 60 days to 10% and 90 above to 5%, kept it stable.

Aptara Corporation(May 2011- March 2014)

Designation – Project coordinator

- ✓ ETA establishment, based on SLA and complexities.
- ✓ Preparing work schedule and ensuring deadlines are met.
- ✓ Updating the production status to the client
- ✓ Preparing reports and maintaining job status.

Declaration

I hereby declare that all the above details are true to the best of my knowledge and belief.

Place: Trivandrum

Date:

Priji