

## **ISMAYIL C MAKKAR**

**Bangalore, India**

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*Young, hardworking, detail oriented professional offering strong communication skills and core finance service capabilities that contribute to company objective.*

**Location Preference: Any Location**



### **Experience Schedule**

1. **Senior AP Accountant from June 2023 to Present in Adecco Business India Pvt Ltd, Bangalore**
2. **Analyst in Accounts Payable from January 2022 to June 2023 in Couduent Business Services India Private Limited, Cochin**
3. **Senior Process Associate in Accounts Payables from 30th May 2018 to 5<sup>th</sup> January 2022 DXC Technology India Private Limited. Bangalore**
4. **Process associate in Accounts Payables from February 2016 to February 2018 in Capgemini Technology Services India Ltd, Bangalore**
5. **Associate in Finance & Accounting from January 2014 to January 2016 in Xerox Business Service India Pvt. Ltd , Cochin, Kerala**

### **Duties and Responsibilities:**

#### **Adecco India Private Limited as Senior AP Accountant**

- Admin and Procurement bills booking South and West (Mumbai and Pune) Region
- Direct cost expenses booking Pan India
- IT bills Pan India
- Legal Bills Pan India
- Insurance endorsement bookings Pan India
- Vendor codes creation
- Monthly Employee reimbursement Activities
- Employees Travel Advance Schedule and followup for advance
- Petty cash accounting of South and West locations
- Bayer imprest request to treasury
- Preparation of NEFT pay batch advise sheet
- Advance entries knock off
- Checking and updating the correct TAX region codes

- Creation of Advance vouchers,
- checking the bank account details and sending the payment request to treasury team
- Taking care of Foreign outward remittance & maintenance of related document in files.
  
- Associates Imprest advance request.
- Booking of cost/expenses.
- Validation of Imprest tracker
- Recovery & reimbursement request & follow up with the respective team.
- Preparation of monthly advance reconciliation schedule.
- Monthly employee reimbursement sheet Preparation
- Preparation of Prepaid Expenses schedule & maintenance of prepaid expenses files.

#### **Coudent Business Services India Private Limited as Analyst**

- Handling Europe Region invoice processing and payment
- Handling weekly review calls
- E-mail handling for all Europe Region and give the replay within the agreed time limit
- IG booking has been done during the month end without any fail
- Raising VM Bank modification ticket for adding the new bank in SAP as per invoice
- Urgent invoice processing within the time limits and prepare urgent invoice tracker on monthly basis
- Preparing Dashboard Report
- Worked on parked documents
- Bank clearing activity
- Handling payment proposal
- Training given to new recruits and team members
- Circulate SLA within the team and give guidance to teammate for completing SLA without any fail
- Rejection review and client approval audit
- In the absence of Team Leader manage team members for perform their duties
- Working in blocked invoice and take necessary steps to release it on time
- Working in GRIR report and do the follow up to resolve it

### **DXC Technology India Private Limited, Bangalore as Senior Process Associate**

- Processing of aged invoices and ensure timely payment to supplier
- Handling queries through calls and emails
- Preparing daily Rejection Audit file
- Preparing reports for weekly operations review
- Perform RCA on escalations
- Handling weekly operation review meeting with client
- Managed accounts payable function to ensure timeliness and accuracy of payments.
- Preparing rejection reports
- Ensure the TAT, SLA and Quality levels are met as per the process requirement.
- Handling allocation and status check for TAT invoices
- Working closely with Manager- Accounts Payable and clients forecasting and managing monthly spend for Accounts Payable.
- Handling weekly review calls
- Handling internal QC
- Reporting RC for weekly errors
- Handling K2 application for urgent posting and corrections, Down-payment invoices
- Training and developing teams to improve their technical and supplier handling skills.

### **Capgemini Technology Services India Ltd, Bangalore as Process associate**

- The position includes responsibility for all tasks associated with the accurate and timely processing P2P Activities - Indexing, Invoice Processing, Query Management, Intercompany accounting and reporting.
- Performing on Stairgates (correction Tool) for validating Errors and Correction files on Daily Basis.
- Coordinate the daily activities of the team, setting priorities to ensure task completion, provide technical/functional leadership.
- Handling weekly client call regarding process updates and issues.
- RCA reporting to client
- Have been SPOC in the team for the responsibilities of Invoices processing and process updates
- Processing of aged invoices and ensure timely payment to supplier
- Quality check activities and reporting payments team to exclude invoices from payment being paid twice.
- Handling of Month end Accruals.
- Open item analysis and paid on time

### **XEROX (Affiliated Computer Services), Cochin as Financial Associate**

- Processing of aged invoices and ensure timely payment to supplier
- Meet the productivity target & SLA with high quality
- Handling client queries and meetings.
- Maintained consistency towards productivity and 100% accuracy.
- Verification & processing of employees Travel & Expense report.

- Handling queries related to employees Travel & Expense report
- Documenting, monitoring and cascading of process updates.
- Training and monitoring of new recruits.
- Perform all other duties as assigned.

## **MEC Activities**

- Preparing accrual reports, proposals, JV templates uploading to the GA workflow for postings



### **Scholastics**

#### **Professional Qualification:**

❖ **MBA, Finance (2011-13)** - MG University Kottayam, with 67% marks.

#### **Academic Qualification:**

- ❖ **B.com with Computer Application (2008-2011)** -MG University Kottayam, with 59.86% marks.
- ❖ **Higher Secondary- COMMERCE With Computer Application (2006-2008)** with 67% marks.



### **IT Skills**

- End to end knowledge of SAP (T & E) (AP) Module.
- Excellent knowledge of M.S Excel and other M.S Office applications.
- Good knowledge of Tally 7.2
- Working knowledge of MS Office Suite.



### **Career Achievements**

- ❖ Awarded “**Raising Star**” for the year 2016 from Capgemini business services for exemplary performance throughout the period.
- ❖ Received “**Spot award**” of the year 2016 award from Capgemini for the outstanding performance throughout the year and quality of work.
- ❖ Held a leading role in process improvements and was part of a major process improvement project for the client.



### **Personal Profile**

- Date of Birth: 31<sup>st</sup> May 1991
- Sex: Male
- Marital Status: Married
- Nationality: Indian
- Religion: Islam
- Languages: Full professional proficiency in English, Hindi and Arabic (Read & write)
- Passport No: M3079604
- Permanent Address: Chathanattu (H), Pallrimangalam (P.O) Kothamnagalal 686671, Ernakulam(D.T), Kerala.
- Reference: Can be furnished up on request

## **Declaration**

I hereby declare that all the statements made in the above resume are correct to the best of my knowledge and belief.

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Ismayil C Makkar







