

HITESH HINGE

International & Domestic AP-AR Operations/Collections/Invoice Management/Payments

*Scaling new heights of success with hard work, dedication and leaving a mark of excellence on every step; targeting assignments in **Account Payables/Receivables/Invoice Management or Reconciliations** with an organization of repute preferably across **MNC's & Manufacturing industry***

Profile Summary

- A professional with over **14 years** of experience in managing **Finance & Accounting Operations** with consistent record of delivering performance in terms of cost, growth, revenue & profitability; working with **Infosys BPM Limited as a Process Specialist**.
- Professional excellence in managing various operations including **Account Payables/Receivables, Reconciliations (General Ledger/Vendor/Bank)**, MIS Reporting, Auditing, GST, Taxation, & Sales Tax Assessment.
- Expertise in utilizing **SAP FI Module** for more than **9 years**; skilled in managing various types of documents including **AB, KA, KZ, RE, RR, SA, WE and DZ**;
- Resourceful in presenting a true & fair view on economic position of the organization by preparing financial reports to analyze expenditure regularly; experienced in coordinating with bankers & auditors as per their requirements
- Renowned for **avoiding additional tax burden of INR 14 Lacs** which could have been incurred due to supplier fault in FY 2013-14 at Rothe Erde India Private Limited; received multiple appreciations from the top management for the same
- Strong **problem-solving skills** coupled with effective **decision-making** for enabling effective solutions leading to high customer satisfaction and low operational costs

Core Competencies

- International & Domestic Accounts Payable & Receivable Operations
- Collections & Allocations, Refunds
- Invoice Management (2-3 Way matching / Invoice Postings (with/without PO))
- Payments (Wire Transfer / Manual Payments)
- Reconciliations (Vendor / Customer / General Ledger / Bank / Inter Company)
- Taxation (GST / VAT)
- Auditing & MIS Reporting

Organizational Experience

May'23-till date - Infosys BPM Limited as a Process Specialist

Process: An Electronic Retail Giant in UK, Ireland & NORDICS

Sub Process: Property Management (Transition/VMD/Supplier queries resolution)

Tools: SAP, Excel, Webmail, Outlook, QUBE, Sharepoint, Teams, Power App

Role: Transition (Brno to Pune) – Responsible for seamless, efficient & timely transition

- Ensure proper co-ordination between Brno & Pune team
- Preparation of process flow charts & define SLA's for activities
- Ensure availability of SOP's for each activity & matching SOP's with ongoing Knowledge Transfer (KT) session
- Checking completeness of old SOP's with respect to detailed process, paths, screenshots etc. & preparation of new SOP's according to understanding in KT sessions
- Making sure accessibility to all team members for Sharepoints & Master Data files/folders
- Providing ageing wise pending activities to Brno & ensure to get all the activities completed before handover

Role: Go Live – working as a SME for Pune team (a team of 6 members including myself)

- Serves as a specialist POC to assist in resolving more complex vendor payable accounting & supplier queries
- Ensure data collection, research, quality checks, updation & validation of all documents before onboarding/amendments in Vendor Master Data (VMD)
- Making sure all the team members should complete tasks within defined SLA's & maintain trackers
- Review, manage generic AP e-mail box with analytical ability to investigate, diagnose & resolve complex AP issues
- Strong working knowledge of SAP & MS-Excel
- Excellent skill unrelenting attention to details, strong work ethics, insisting on accuracy & diligence to assigned tasks
- Day to day tasks include handling generic AP mail box, resolve supplier queries, VMD queries, manual payments, payment proposal & forecasting as well as vendor reconciliations.

Business Experience

Sept'21-May'23 Franchisee owner at Samarth Vadewale – Nashik, Maharashtra

Organizational Experience

Dec'11-till Jul'21 - Rothe Erde India Private Limited as Sr. Executive - Accounts

Role:

- Controlling various booking related operations such as :
 - Raw Material Invoices (GRN's) (Domestic as well as Import)
 - CHA & Freight Bills (related to Import)
 - Service & Cash Bills
- Ensuring verification of payments to vendors & managing all payment related activities
- Managing monthly bank reconciliation, debtors, creditors reconciliation and General Ledger reconciliation
- Conducting reconciliation of GSTR 2A with corresponding GSTR 1 & taking actions accordingly
- Formulating monthly MIS Reports
- Ensuring physical verification of raw material stock
- Assisting in Sales Tax Assessments while ensuring compliance with internal and statutory audit
- Creating domestic Letter of Credit (LC) documents for collection of payments and coordinating with bank officials for discounting of bills

Highlights

- Avoided additional tax burden of **INR 14 Lacs** which could have been incurred due to **supplier fault** in FY 2013-14 when Sales Tax Assessment was under process; appreciated by the top management for the same

Organizational Experience

Jun'07-Nov'11 - Jyoti Structures Limited as Jr. Accounts Officer

Key Result Areas:

- Formulated Monthly Information Report Data entailing Provisions, Stocks and Consumption
- Created Actual Vs. Budgeted Variances Report with reasons
- Prepared Payment Release Note and Monthly Bank Reconciliations of various divisions
- Scrutinized Debtors, Creditor, Expenses and General Ledger

Qualifications & Certifications

- B.Com. from Savitribai Phule Pune University, Nashik, Maharashtra in 2007
- Pursuing Intensive Program Data Analytics with Tableau Specialization from Jobaaj.com since Mar.2023

Personal Details

Date of Birth: 23rd February 1986

Languages Known: English, Marathi and Hindi

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