

Rajkumar Sekar

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Summary

Proficient and reliable Intercompany Accountant with 5.1 years of experience working under O2C Collection Accounts Receivable Process.

Expertise in intercompany transaction in AR.

Hands on experience on working with ERP tools and good knowledge on accounting procedures.

Handling well versed knowledge in SAP, Oracle & LockBox.

Maintain a compassionate and positive attitude and a friendly and welcoming demeanor during customer & client interaction.

Experience

Specialist II

State Street HCL Services • Chennai

07/2021 - Present

Key Responsibilities – Investment Banking – Billing operations (Subject Matter Expert)

Specialized on high-revenue asset owners invoicing which includes fee schedule, variety of funds, portfolio management, record keeping, custodial, legal, fund accounting and tax management services.

- Customize end-to-end clients fund/share class opening or closure, name change, address change etc.
- Coordinated with client service management in order to charge Custody, Fund Accounting, Clean Cash, ForeignExchange, Transactions, Holdings, Positions.
- Uploading Miscellaneous and Asset details into Bank applications.
- Maintained 100% accuracy on clients reporting to ensure deliverables are accurate, complete and timely.
- Maintained professional relationships with clients ensuring that company high standards were met and all policies and procedures fully followed.

Periodical Review customer contract to setup Generating Invoice as per Agreed customer norms.

- Validating Invoice before publish to customer Recommending in charges clarification / Tier / Billing frequency Clarifications.
- Each clients will prepare Monthon Month report.
- MOM will share to Data team for review.
- Referring Multiple reports to advise customer charges to apply CBS
- Updating amendments and attendant in Setup packages and CBS
- Reports Reconciliation on Weekly/Monthly Maintain SOP 's and Review on Fortnight basis.

Activity:

Hosting calibration call internal team (Production client status and query for (250 clients).

Handling Daily, Weekly and Monthly outstanding report. Handling 12-member team.

Senior Associate

Olam International • Chennai

10/2019 - 07/2021

Handling cash application (AR) activity for customer and working.

- Involved with quality check for applied payments as per policy.
- Handling customer quires and respond them via mails.
- Acting as a SPOC for all daily & urgent requirements from the client.

- Managing the day-to-day activities of the team, step-in and resolve the issues faced by the team & work allocation.
- Sending invoice copies and SOA to the customers on monthly basis.
- Allocating the invoices as per the payments acknowledged by the Customer.
- Checking error tracker and cheque reversal tracker on daily basis for any errors and getting them corrected by the team.
- Ensure all the received payment are posted in the system within TAT by the team.
- Coordinating with the training team for new joiners training programs.
- Posting and reversing of invoices.
- Handling queries through Email.
- Responsible for assigning the daily activities among the team members and start capturing the receipts and its related activities in the SAP system.
- Preparing the Daily Metrics which includes the total receipts details (Control Sheet for Cash Apps), Unapplied credit details and Error details on a daily basis for client reference and also assist with Team Leader to meet the defined SLA's and timelines for deliverables.
- Posting of Debit Memo & Credit Memo and clearing the open items.
- Verifying & releasing the Billing Blocks on a daily basis.
- Creating the Invoices to the customers and rigorous follow up with them for the past due invoices to be paid within due date.
- Assist with month-end closings and prepares various management reports within TAT (Daily Sales Outstanding report, AR Aging report etc.,)
- Work closely with the end customers and ensure Client deliverables are met as per agreed SLA's.
- Giving the overview about the nature of business and providing the end-to-end training about the process to the new joiner.

Key Responsibilities in C2C / O2C:

Cash Application: Receipting, Allocations and Reconciliation: Identifies a payment deposited into the supplier bank account, receipts it into the AR system, allocates it to an invoice and reconciles to ensure that the payment is applied correct in SAP.

- Bank Transfer – Electronic payments • Cheque – Non-Electronic payments

Issue identification and resolution: Taking action as soon as invoices become overdue based on company's definitions. Sending reminder letters to customers to make the payments (Dunning activity).

Coordinating with GL and AP teams to get the work done in month end book closing.

Bad Debts Handling – Creating Provisions for bad Debts Customers. inter-company transaction adjustment like Netting and SIRAF activates

Senior Practitioner

IBM INDIA PVT LTD • Chennai

12/2017 - 10/2019

Handling Cash Application, Claims Management, Customer Support, Collections, Dispute Management, Credit Management, Order Management and Customer Master Process for Australia and New Zealand.

- Banking & Reconciliation – Cash Forecast & Actual update, Statement upload into SAP, Open item investigation, ARM file processing and clearing on daily basis.
- Responsible for preparing and maintaining SLA reports required by the management in Cash Application, Claims Management and Billing Queries.
- Preparation of periodic reports for the internal management and for the client related to the Open items on the Customer account.

Monitoring Bad debts Provision Month on Month Basis and sending the Report to the Client during the Month end.

- Conducted Weekly catch-up call with clients to have an overview on process.
 - Conducted RCA for escalation in process.
 - Responsible for SOD for entire team.
 - Providing data for MOR
 - Handling and solving queries and escalations in process.
 - Imparting the knowledge transfer to the new joiners in an efficient manner.
 - Supporting Audit Purpose activities and adhering to compliance activities.
 - Promotional – Raising of case ID and closing with credits.
 - Rebates – Raising credits with entitled percentage of rebate for the particular listed customer.
 - Short & Returns – Investigations with supporting claim copies and close the disputed claim.
 - Spoils – investigating with supporting copies to sales team and raise credits to close the claim.
 - Overpay & Short pay – Request to repay and refund with supporting copies.
 - Collections:
 - Sending reminder letters to customer who are having their invoice in due (60 days and more).
 - Weekly follow up with customers who had promised to pay their dues.
 - Liaise with 3rd party to take legal action against customer who fails to reply back even after several follow ups.
 - Block Order report:
 - Preparing Blocked order report in daily basis and the order blocked will be released as per the approval from the client.
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Skills

Time management, Microsoft excel, Microsoft word, SAP ERP, Oracle, Outlook, Jira, PPT, SAP FICO, Communication skills, Microsoft Powerpoint, Microsoft Office, Documentation review

CBS, MYSS & MCH (Banking applications)

Education

Undergraduate (B.com)

Kcs Kasi Nadar college of arts and science • Chennai

06/2017

HSC

St Gabriel hr sec school • Chennai

05/2012

SSLC

Holy Trinity Matriculation higher secondary school • Chennai

05/2010

Languages

English, Tamil, Telugu

Awards

Best performer for unapplied cash for year 2018 (IBM)

Rockstar Rookie Best performer taking challenging process (OLAM)

DECLARATION:

I hereby declare that all the above information's are true to the best of my

Knowledge and belief.

Place : Chennai

Date :

Rajkumar.S
