

Contact: +91-9967923470

Email: kiran.d567@gmail.com

**KIRAN S DETKE** | over 8 years of experience

**FINANCE & ACCOUNTS MANAGEMENT EXPERT**

**- Account Receivable Management**

**- Finance Management**

**- Team Management**

***Targeting new heights of success with integrity, hard work & dedication, and leaving a mark of excellence on every step with a company providing continuous learning and development opportunities in a fast-paced and constantly evolving environment***

**PROFILE SUMMARY**

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| ***Core competencies:***   * ***Functional Skills:*** Strategic Management || Finance Best Practices || Financial Management || Reporting || Regulatory Compliance || Account Receivable || Process Improvement || Project Management || Team Management|| Leadership Acumen * ***Technical Skills:*** SAP R2, R3 *||* BLACKLINE ||Working knowledge of MS Excel (pivot tables, charts, and graphs), MS Word, & PowerPoint *||* Ability to learn new systems quickly. |

* A seasoned, meticulous, & results-oriented Finance and Account Receivable Management Specialist with exposure in driving and balancing financial efficiency and leading a multi-arm financial spectrum.
* Offering end-to-end knowledge of AR cycle & O-T-C cycle.
* Proven success in steering finance and accounts functions; reworking business/ finance models to achieve organizational and growth objectives; facilitating turnaround management initiatives.
* Possessing robust financial control and reporting skills and ensuring that all statutory and corporate obligations are met.
* Excellent understanding of collating and interpreting accounting data to determine financial performance, organize information, and communicate clearly and helpfully.

**WORK EXPERIENCE**

**September 2021- Present with Capita India Pvt Ltd as Process Leader**

*Accredited with Star of the Quarter multiple times. Produced multiple ideas for process improvement*

***Key Initiatives & Results Drawn***

* Managing and leading team and mange workload efficiently across resources.
* Monitoring and reviewing the staff's performance and productivity and providing necessary feedback accordingly to improve the quality and accuracy of the team.
* Playing a pivotal role in handling and leading the team efficiently across resources and throughout working with proper coordination with the Team Manager to ensure smooth functioning of the process.
* Acting as the first escalation point of contact for issues relating to offshore team/Business unit/Management.
* Accountable for following Capita’s policy to maintain a healthy and professional relationship with the clients by meeting the SLA & TAT.
* Working closely with other Finance teams, such as Bank Reconciliation, Accounts Payable & Credit Control teams.
* Ensuring the daily cash receipts and inter-Company receipts reconciliation are processed accurately and within SLA.
* Supervising a team of 28 members and the delivery of required AR processes in line with defined processes/procedures & SLAs.
* Leading and guiding the team, ensuring that they are appropriately motivated and developed to carry out their responsibilities to the required standard. Providing commercial inputs to cross-functional teams.
* Producing month/year end reporting, entity level management accounts and liaise with the BUs for the variance commentary.
* Completing month-end reconciliations and journals for accounts.
* Evaluating and review audit queries, discuss with respective business units and provide resolution.
* Liaising with Group auditors for any queries / information required and resolve in a timebound manner.
* Assisting business to review relevant KPIs.
* Training and ensuring timely knowledge tranfer to the new resources.
* Reviewing and analysing information from the general ledger and other accounting records to ensure accuracy and completeness, and take corrective action, as appropriate.
* Successfully manages other issues, including absenteeism, annual & sickness leaves, new recruits, and any other HR issues (if any).
* Responsible to provide process training to new joiners.
* Responsible to prepare the Business process manual.

***Projects***

* Successfully completed AR process mapping on IBM Blue works.
* Successfully completed factoring process.
* Managed end-to-end transition of Accounts Payable from Kurt Geiger UK to Capita India.
* Managed end-to-end transition of Accounts Receivable from Capita UK to Capita India.
* Managed Offshore transition for Invoicing end-to-end process.
* Completed SAP-4-HANA transition for Accounts Receivable.
* Successfully deployed Blackline tool for Accounts Receivable.

**April 2015 – August 2021 with Capita India Senior finance executive - Financial services**

***Key Initiatives & Results Drawn (Cash application and Quality)***

* Played a crucial role in assigning Cash transactions in the SAP system, including sales ledger postings to Customer Accounts and Bank Accounts.
* Held accountable for posting customer payments by recording cash, cheques, and credit card transactions.
* Carried out the reconciliation of Debtors’ accounts, processing for incoming Credit Cards, Cheques, intercompany and cross-company payments, AP-AR offset, Bad debt write-offs, bounced cheques, and direct debit transactions.
* Performed month-end and year-end closure of accounts receivable.
* Liaise with counterparts in the UK through e-mail or calls for unresolved queries.
* Coordinated with the customer via calls and emails for a quick resolution to disputes.
* Collaboratively work by capturing timelines and strategies and delivering progress updates.
* Successfully steered a team where we are managing deductions that occurred in customers’ remittances.
* Reported issues and challenges to meeting the SLAs. Handled escalated matters related to the process.
* Holds proven distinction in assessing the issues and updates received from the onshore team and cascading the relevant information to the team; delivered support in resolving queries of the group by knowledge sharing and providing guidance on the same.
* Networked with Credit Controllers, Bank reconciliation team & various departments for queries and support.
* Validating and processing documents received for refund and transfer requests from the customer/business.

Responsible for maintaining the quality of the team by performing Quality checks, identifying areas of improvement, and providing feedback and training to maintain the performance and quality of the team.

* Responsible to provide process training to new joiners.
* Responsible to prepare the Business process manual.

***Key Deliverables (Billing & collection)***

• Responsible for managing an individual process called AR IRISH Billing.

* Responsible to upload invoices to Customer portal (Coupa, Taulia, Ariba).

• Responsible for the collection of monthly billing data from contract managers and invoicing government

customers as per their requirements and respective billing cycles.

• Responsible for managing collections and outstanding accounts from customers and resolving customers’

billing issues.

• Preparation of weekly WIP reports and Aged debtor reports and circulate them to the Finance directors and

contract managers.

• Weekly reviews and calls with the onshore Finance manager to discuss the status of Invoicing and Aged

Debtors.

**December 2013 to October 2014 Tata Consultancy services as Trainee**

***Job Profile:*** The Sales Adjustment Specialist role is responsible for creating and processing sales adjustment

request related to price changes, claims, and other miscellaneous reasons.

***Job Summary***

• Accurately process all indicated activities as per policy and procedures.

• Adhere to all Compliances and controls on work process (e.g. ISO, SOX, etc.)

• Adhere to SLA set for each activity.

• Identify and share improvement opportunities.

• Client/Customer focus.

• Coordination with all clients and meeting their needs and requirements

***Activities***

• Analyze sales adjustment requests to issue adjustment documents (debit/credit notes) accordingly.

• Responsible to perform checks before releasing the final document.

• Responsible to coordinate with CSR to resolve customer billing issues.

• Responsible to correct billing documents on issues such as freight, quantity, and price.

**EDUCATION**

* Bachelors in commerce S.K. Somaiya College of Science & Commerce, Mumbai University, 2013

*Technical Skills:*

* Well-versed with SAP R2/ SAP R3, Blackline, Read soft
* Working knowledge of MS Excel (pivot tables, charts, and graphs), MS Word, & PowerPoint.
* Ability to learn new systems quickly.

**PERSONAL SNIPPETS**

**Date of Birth:** 8th August 1991

**Linguistic Abilities:** English, Hindi, Marathi.

**Address:** Haware City, Thane (w) – 400 015

*-References and other documents available upon request*