**RESUME**

**Harani. R**  Mobile: **+91-7904567580**

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**Career Overview**

Capable and experienced SAP Functional consultant familiar with entire SAP system and implementing it in a corporate environment. Strong analytical skills and evaluation capabilities, as well as excellent communication skills to compile and explain SAP insight. A candidate with 9.5 years of experience in Accounts domain with SAP Knowledge and a proven track record of improving profits through accurate and applicable projections and evaluation.

I aspire for a challenging position in a professional Organization where I can enhance my skills and strengthen them in conjunction with Organization goals.

**Areas of Expertise**

* **S/4HANA FICO Certification** done on Aug 4th 2023 and been in SAP Implementation on AP Module with support team for One year in pilot project. **Preparation on UAT, GO Live project with success implementation**.
* Experience with full-cycle **SAP** **implementations**
* Strong understanding of SAP **functionality** and **technical** capabilities
* Ability to translate **business** **requirements** into technical specifications
* Prepare **training** **materials** and conduct **user** **training and support on SAP Usage.**
* **Blackline implementation** on SAP S/4 HANA has been done UAT Testing and success GO-Live and Knowledge transfer given to End users to monthly closure activities.
* **BPS** **Industry** - Accounts Payable, Quality check, Travel and expenses team, Internal audit team, Cross training taken with RTR Team
* I have been worked in three pilot batch projects and worked on knowledge transfer end to end process and preparation on DTP, BOP, process map, monthly deck preparation and month end activities.

**SAP Certification:** [Harani Sap certification.jpg - Google Drive](https://drive.google.com/file/d/13OGF2gTS0D7XnElMLhLyNIyCmxaWyxaW/view)

* **SAP S/4HANA** Finance – Financial Accounting 2021 BE.
* Completion Date: 4th August 2023.
* Institute: Srinivasa Academy – SAP Partner
* Hands on in real time projects during the Training period.

**Work** **Experience**:

**Capgemini Technology Solutions: (Oct 2020 – Feb 2023)**

**Role – Team lead**

**SAP Go-Live Implementations**

* SAP Support team in pilot batch for One year and resolved queries on timely manner for AP Module with UAT testing and GO LIVE projects with successful implementation and guidance to Key users with roles and responsibilities and T-Code usage.
* Implementation on **Blackline process** in S/4 HANA has been done to support closing activities of AP module in Month end.
* Strong leadership skills – ability to create successful team, ability to work under changing environments, dispersed team members, in a demanding project work condition
* Worked as a Lead in Implementation with Support project
* **Accounts payable** – Configuring and customizing vendor a/c group, vendor master data, Automatic payment program, House bank customization.

**Operations – Roles and responsibilities:**

* Critically reviewing the **accounts payable control environment,** and working to develop and implement robust controls, policies and processes to meet the demands of our rapidly growing group. Manage special projects as assigned, operating effectively under changing circumstances/environment.
* Experience managing a team, including **hiring and developing of team members** including performance management, informal feedback, training.
* Adhering to **SLA with respect to accuracy**, volumes of invoices processed daily/ weekly. Monitoring the team member’s productivity and ensure the team to complete the task with high priority within the given TAT time.
* Maintain **client relationships** interface through regular connect and Emails
* Strong time management skills with the capability and flexibility to respond to critical deadlines, and changing priorities and requirements
* Regular reporting, maintain and monitor all **operational/control reports.**
* Ensure that the team adheres to process and controls regarding Payment Processing
* Ensure that all **incoming AP inquiries** are resolved in a timely manner and **manage escalations**.
* Ensure **Timesheet and other mandatory courses are completed** on time without any compliance by team
* Regular **1-2-1’s with team members** and annual and half yearly reviews, including setting objectives
* Have applied the **Continuous Improvement tools** to complete projects and deliver targeted results, proven to deliver results
* Responsible for doing **Root cause analysis for any issues** and should give feedback to responsible parties.
* Ensure AP **Month end closure Activities done on Time** and Controls are followed and updated on time for Audit Purpose.

**Accenture : (Oct 2016–July 2017)**

**Role – process lead**

* Adhering to SLA with respect to accuracy, volumes of invoices processed daily/ weekly. **Monitoring the team member’s** productivity and ensure the team to complete the task with high priority within the given TAT time.
* Training **DTP prepared** for audit team and scenario **samples** taken and explained to team
* Preparing minutes of meeting and conducting the meeting with team members.
* Providing **audit samples to the internal auditor** and explaining about the process.
* **Interact with client** on regular basis, timely process updating to team members.
* Responsible for doing **Root cause analysis** for any issues and should give feedback to responsible parties.
* Manage **query resolution** by teams for internal business users and external suppliers.
* Analyzing issues with the invoices that are pending for **payment** and resolve the issue to avoid late payments.
* Ensure check run happens weekly basis based on the **vendor terms and payment made** on time without any delay.

**Tata Consultancy services Ltd (May 2013 till Jan 2016)**

**Role – Senior Process Associate**

* Handling supplier **Query Emails and daily calls** made with supplier and Client
* Conducted **refresher training** to the team members and prepared PPT & training given to New learners
* Manage query resolution by teams for internal business users and external suppliers.
* Analyzing issues with the invoices that are pending for payment and resolve the issue to avoid late payments
* **Quality Check** of Invoices on daily basis 10% as per critical vendor.

**Query handling (Aged Invoice processing & T&E) Team:**

* Handling different **types of invoices** for payment processing.
* Matching an invoice with **goods receipt note** and passing the invoice for payment
* Handling supplier Query Emails and daily calls made with supplier and Client
* **Creating debit and credit notes**
* Reducing the volume of **aged (overdue) invoices** and follow up made for processing the invoice for payment.
* Answering **queries** regarding invoice payments travel & expenditures, reimbursement of the employees.
* Handling end to end process of Check payments to Vendor.

Returned checks and Refund Checks. Handling **Stop payment** request for Check.

Responsible for handling the Payment query emails in P2P\_Payments Mail box (**Common Mail Box**).

**Cognizant Technology solutions (From Jan 2009 to Feb 2013)**

**Role – Senior process Executive**

* **Invoice processing** for the Restaurants owned by the client.
* Processing **critical invoices** within the Turn around Time.
* 100% **Quality checks** on the invoice processed for a Team of four members.
* Monitoring the **common Mailbox** and handling Escalation Emails.
* Training the **new joiners** in the team and doing 100% Quality Check for them and allocating daily works to the new Joiners in team.
* Query handling **calls** made with supplier and Client

**Awards and Recognition:**

* Awarded **WAH** for the month of **June 2010** for giving maximum production with 100% quality of work done.
* Awarded Thinker @ Brinker for implementing process improvement ideas in Idea board and implementing within the Team.
* Certified with Excellence Grade with **AP101 Certification Course.**
* Certified with **Lean certification** and applied the elimination of re-work in the process.
* Attended **Green belt training** conducted within the project.
* TCS Conducted Can8 “**English communication & Accent course**” successfully completed in Dec’15.
* Awarded **TCS R&R award** for the month of **Feb’ 2014** for giving maximum production with 100% quality of work done.
* In Accenture given **process improvement ideas** to improve the quality check and some invoice processing idea to team to reduce the re-work in SAP Tool.
* Awarded **outstanding performer award** for the period of **Jan 2021 to Jun 2021** in Capgemini.

**Education**:

* Master of Business Administration **(MBA)** with specialization in Financial Management from Madras University, in the year of 2010.
* Bachelor of Commerce **(B. Com)** with specialization in Financial Management from Bharathi Women’s college, in the year of 2008.

**Passport details:**

Passport No: M3133193

Expiry date: 26/10/2024