

Curriculum Vitae

BHANU PRAKASH H.M

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OBJECTIVE:

Intend to build a career with leading organization, where I gets the opportunities to utilize my work experience and knowledge to prove my abilities. Which will help in betterment of the firm and my career growth.

EXPERIENCE: 2 years till date.

Working as a Process Associate (A3) in Capgemini Technology Services India Limited.

Current Proficiency: Order to cash (O2C), Cash Application

- Preparing the ATB (Aged Trial Balance) through the web portal.
- Preparation of monthly/quarterly accounting reports.
- Strong Understanding of accounting and finance concepts. Hands on experience on finance systems SAP.
- Analyzing and coding the received payments on the Bank Statement.
- Sending payment reports to the Business.
- Allocating the payments correctly within the Time line.
- Inter- company transaction (Cross company allocation and clearing)
- Reconciliation of payments with the bank statement and SAP.
- Maintaining Accuracy through different internal checks with reference files.
- Reconciling the GL Accounts and reporting to clear payments.
- Handling dispute query.
- Analyze credit data and financial statements to determine the degree of risk involved in extending credit or lending credit.
- Confer with credit association and other business representatives to exchange credit information.
- Generate financial ratios, using D&B report, Payment predictor to evaluate customers' financial status.
- Complete Credit applications, including credit analyses and summaries of Credit reports, and submit for approval.
- Compare liquidity, risk, and credit histories of establishments being evaluated with those of similar establishments in the same industries and geographic locations.
- Evaluate customer records and recommend payment plans based on earnings, savings data, payment history, and purchase activity.

Collection Steam (Credit management)

- Collections (Following, Reminders etc..)
- Following for Missed invoices, Missed Payment and Customer query and salutation on payments.
- Mid and Month end reports to higher management.
- Customer trial balance.
- Claims, Reversals and Account settlement.
- Query salutation.
- Forecast (Weekly and Monthly).
- Sending variances Vs Actual forecasted received (Daily activities).

Responsibility:

- Creating and sustaining a dynamic environment.
- Excellent analytical and Business Application (e.g., Microsoft Excel / Access/Power point etc..) skills.
- Audit check on all payment processed by multiple users.
- Drafting a checklist to make sure all mandatory activities are completed.
- Following up on unidentified, unallocated payments, Missed invoices, Missed payments and multiple queries.
- Coordinate with team and global partners with limited aspects , maturing facilities, annual reviews, temporary facility extensions or increases and collateral monitoring
- Ensuring complete investigation of the name matches and transaction matches provided by the respective country team from Customer Screening Unit.
- Maintaining accuracy and time line.
- Assure that the team members have the adequate knowledge on the process to be backup.
- Monitoring overdue and horizon periodic reviews and ensure that the periodic overdue is maintained within the permissible time.

TECHNICAL EXPERTISE

- French Language in Leciceron University of foreign language (Equivalent to A1 Certificated).
- S.A.P in FICO certified in Radiant Business Academy.
- Experience in SAP.
- MS Power point, Word and other MS office applications.
- Tally.
- Continues learning in development.

EDUCATIONAL QUALIFICATION:

- M.Com in (Accounting and Finance) perusing in Annamalai University.
- B.Com Bangalore University in Vijaya College.
- PUC Board of Pre University in City College.
- SSLC Karnataka State Board in Kamala Nehru High School.

ACHIEVEMENTS:

- Outstanding Contribution and Delivery Award (July 2019).
- Outstanding Contribution and Delivery Award (March 2019).
- Rising Star Award.

EXTRA –CURRICULAR ACTIVITIES:

- Part of fun comity team.
- Playing Cricket.
- Football.
- Playing Guitar.

PERSONAL INFORMATION:

Date of birth : 01/09/1996

Gender : Male

Fathers name: Madhu Mohan H.E

Marital Status : Single

Nationality: Indian

Language Known: English, Hindi, Kannada, Marathi and French.

DECLARATION:

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Bhanu Prakash H.M

