

Kannan Rajappan

Assistant Manager – Finance & Accounting

Mobile: +91 9895307517 (India)

E-mail: Kannan_2191@yahoo.co.in

Profile

Summary

Over 11 Years of experience in Finance & Accounting, and Investment Banking in leading MNCs. Expertise in Accounts Payable, Fixed Assets Accounting, GL Account Reconciliations, T&E Processing, Billing and Accounts Receivables, Investment Banking (BFSI), Lease/Rented Asset Maintenance, Self-Bill Initiative and Vendor Payment Reconciliations. Displayed ability to perform under pressure, and meet deadline with ease and efficiency. Have excellent Team Managing, Analytical, Problem solving, Decision making, sound Financial Gudgetment, Organizational Communication and IT skills. Versed with Financial Software's such as Oracle, PeopleSoft, SAP, AS400 Applications, and MS Office tools such as Excel, Word, and Power Point. Certified Accounts Payable Specialist in 2009 from IOMA and TAPN USA.

Areas of

Expertise

- Williams Lea Tag Accounts Payable and TnE/RBE
- Williams Lea Tag Billing and Billing Reconciliations for Approving the invoices
- Accounts Receivables - Cash Applications and Lock Box Reporting
- US Purchased Fixed Assets Management
- GL Reconciliations and Analysis
- Lease/Rented Asset Maintenance, and Vendor Payment Reconciliations
- Asset Capitalization and Maintenance – Addition, Transfer and Retirement
- Month End Depreciation Run, Depreciation Allocation and Reporting
- Handling Multiple Business Entities / Units in Americas as a result of Acquisitions
- Spend Analysis and Cap-Ex reporting to the Senior Executives
- Financial Refreshing and posting JE's and Re-class Entries
- Accounts Payable e2e processing (IOMA/TAPN Certified US AP-Specialist)
- AP Payment / Audit process, Disbursement, Foreign wire and Vendor Management
- Process improvement initiatives, and process re-engineering
- Team Management and Performance Appraisal

Experience

Snapshot

Assistant Manager AP @ Williams Lea Tag
Team Leader Finance AR @ Williams Lea Tag
Sr. Specialist Finance AM @ Williams Lea Pvt. Ltd.

Oct 2014 – Till date
Jan 2012 – Oct 2014
Dec 2010 – Dec 2011

Process Developer @ Genpact (NBC Universal LA, CA)
Process Associate @ Genpact (Glaxo Smithkline AP Dept.)
Finance Analyst @ Genpact (Merrill Lynch, NY.)

Jan 2010 – Dec 2010
Jan 2009 – Dec 2009
Jun 2008 – Jan 2009

Debt Consultant @ Zapio Technologies
Accountant (Chartered Accountant firm @ Kochi)
Production Supervisor @ Lazza, Uncle John and Skie

Dec 2007 – Jun 2008
Jun 2005 – Jul 2007
Sep 2004 – Apr 2005

Job

Roles

Assistant Manager – Accounts Payable and RBE/TnE

- Currently Managing Accounts Payable Team for Williams Lea Tag for various regions in USA, Canada, Brazil, Mexico and Argentina
- Managing TnE/RBE Team for various regions in Americas
- Vendor query Management and Vendor Reconciliations
- Payment Processing – ACH, EFT/Wire Payments, Check Payments etc.
- RBE Weekly Payment processing for Payrolls
- Payment Voiding and Reissue of payments
- Matching process for Two way and three way matching
- Check follow ups with Vendor for uncashed payments

Team Leader – Billing and Accounts Receivables - at Williams Lea Tag.

- Handled Williams Lea Tag Billing and Accounts Receivables Team for One Year.
- Billing Approval Process – Analysis between Pro-forma, back up, PeopleSoft and Client Contracts
- Lock Box Reporting and Cash Application for Multiple Business entities in various countries.
- Generating and Consolidating invoices based on client requirement
- Invoice Aging Report review calls and query management
- Write offs, Invoice Offsets and Credit and rebill on request
- Month End - Revenue Accrual process and AR cash Applications
- Client allocation to Team members and Managing Billing workflow

Team Leader (Fixed Assets/Asset Management) Finance & Accounts – at Williams Lea Tag.

- Transitioned and Stabilized FA Team and Handled the Team for 2 years from Jan 2010
- Fixed Assets Accounting: Additions, Transfer, and Retirement/Disposals in **People Soft** Asset Management.
- Lease/Rented Asset Management & Vendor Payment Reconciliations
- Month-End Sub ledger Close and Depreciation Run in PeopleSoft.
- CIP, First Cost and Accumulated Depreciation accounts maintenance and Monthly Reconciliations.
- Preparing and posting Journal Entries and Re-class entries for Fixed Assets Accounts.
- Maintaining Lease/Rented Equipments in Asset Management (Receipts, conversions, and Return to Vendors)
- Self Bill Initiative (SBI) processing, and Meter Reads to Vendors, and queries
- Capital Expenditure Budgeting and Reporting.
- Created process documentations and streamlined the process by periodically getting inputs from the recipients of their requirements and updating the procedures.

Process Developer – @ NBC Universal and Glaxo Smithkline – at Genpact (GE Capital)

- Fixed Assets Accounting on US GAAP and Reconciliations on GL and Sub ledger.
- Preparing Reconciliation in GBS (A web based Reconciliation Tool) and get it approved.
- Refreshing and Categorizing Fixed assets accounts using SAP BW queries for reporting
- Reconciliation for TAX and Corp Books and Property Tax Saving initiatives
- Tools used were **SAP- FICO & BW Queries** and **AS 400** Infenium Application

Process Associate – Glaxo Smithkline (GSK) US AP department – at Genpact (GE Capital)

- Critical Invoice processing, Cheque Request processing and on demand Invoice Processing Team.
- AP Specialist Certification from IOMA US, while at GSK AP.
- Foreign Wire Transfer, Disbursement, Vendor Management and AP Audit processing.
- Vendor Creation and Vendor Maintenance for US, Canada and Europe.
- Multiple Spot Award for Excellence, and Error Free processing in the year 2009.
- Assisted the team and Management in resolving problems related to process.

Financial Analyst – Merrill Lynch International, NY. USA. – at Genpact (GE Capital)

- Transitioned the Investment Banking process from Merrill Lynch New York to Genpact Hyderabad.
- Part of the Equity Finance Team
- Value Date Reconciliation for Cash Equities, and Swaps for Merrill Lynch International and Inter Co's using Recon+, a reconciliation tool.
- Creating and uploading JE's after analysis, and let the traders and intercompany know.
- Clearing all the aged breaks/variances on Priority Basis.
- Reporting daily Reconciliation statement to the client, and the volume of brakes would be 5000 to 7000 each day was a challenge.

Debt Consultant – For a US based Call Centre – at Info Park, Kochi. (6 months)

Accountant – Accountant at N Rajan & Co., a Chartered Accountant firm near Kochi, Kerala (3 yrs)

Production Supervisor – For a leading Ice Cream Manufacturing unit in Kerala, S. India. (8 Months)

Achievements

Contributions

- Exceptional Client Focus Award in Q4 2017
- Williams Lea Career Milestone Award for completing 5 years of service
- Williams Lea Exceptional Client Focus Award 2013
- Williams Lea's **Rising Sun Award** within 6 months of Joining
- Rated EE in three Annual appraisal at Williams Lea
- Rated EE (Exceeding Expectations - Top 20% of the population) at Genpact, formerly known as GE Capital International Services (GECIS).
- Rewarded with Customer awards, and Cheer Points for handling the process independently, and without escalations.

Academic	Qualifications
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- **B. Com** from Kerala University in 2003 with 73%.
- **EMBA (Fin)** from NIBM Chennai with 68% in 2007.
- **Accredited Payable Specialist** from **IOMA & TAPN USA** in 2010.
- **Genpact I-Learning** – Integrity, Controllershship and SOX – Sarbanes Oxley Act
- Diploma in **Computerized Financial Accounting (DCFA) with 98% in 2004**

Personal	Details
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Nationality	:	Indian
Date of Birth	:	13 th August, 1982.
Marital Status	:	Married
Visa Details and Validity	:	US VISA (B1/B2) (Multiple), June 2018 Expired.
Languages	:	English, Hindi, Tamil, Telugu & Malayalam
Reference	:	Will be provided upon request

Date : 15/10/2018

Kochi.