



MOHAN K V

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Summary

Proven Senior Account Executive at Deccan Hydraulics PVT LTD, adept in SAP and fostering client relationships. Excelled in streamlining financial processes, enhancing vendor payment efficiency, and leading team knowledge-sharing initiatives. Demonstrated exceptional problem-solving and communication skills, contributing to significant improvements in account reconciliation and vendor satisfaction.

Skills

- SAP
- Client Relationship Building
- Tally
- Microsoft Outlook Proficiency
- Effective Communication
- Effective Problem Solving
- Time management capabilities
- Technology adoption
- Account relationship management
- Year-end closing
- Relationship-building skills
- Client acquisition
- Cost accounting
- Month-end closing
- Debt collection
- General ledger maintenance
- Account planning
- Marketing strategy implementation
- Goals and performance

Experience

Deccan Hydraulics PVT LTD | Bangarpet
Senior Account Executive
06/2014 - Current

- Maintained accurate vendor master records.
- Consistently processed vendor payments on schedule.
- Provided needed C-forms to suppliers.
- Executed accurate reconciliation processes for diverse corporate bank accounts.
- Processed vendor billing information using SAP applications.
- Reviewing and reconciling vendor accounts by examining outstanding items and open credits.
- Coordinated invoice distribution to ensure timely processing and approval.
- Ensured timely clearance of Suspense Account balances.
- Maintained up-to-date financial records.
- Enhanced workflow by streamlining responsibilities of both teams.
- Present comprehensive project reports to management and clients regularly.
- Prepared KPI reports for monthly analysis.
- Organized invoices before final submission.
- Implemented procedures for preparing and performing payment runs for EFT, checks, and wires.
- Verified and ensured accuracy of duplicate checks.
- Enhanced accuracy in processing payment voids and reissues.
- Implemented spontaneous adjustments to financial records.
- Developed and customized periodic reports to align with requirements.

- Conducted Account Synchronization Activity and monitored re-dated entries post-GL period closure.
- Ensured timely resolution of stale cheque issues.
- Processed entries for abandoned property accounts following regulatory guidelines.
- Aided procurement of essential documents for vendor setup.
- Facilitated periodic audits through provision of essential backup data and entry justifications.
- Provided regular updates to colleagues.
- Managed generic mailbox, responding to vendor inquiries.
- Addressed communications for both vendors and the onshore team.

Education

CH. Charan Singh University

B.COM

01/2013

GPA: 2585/3600

First Grade College

PUC

01/2007

GPA: 319/600

Sumathi Jain High School

SSLC

01/2005

GPA: 295/625

Languages

- English
- Hindi
- Kannada
- Telugu
- Tamil

Disclaimer

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for the correctness of the mentioned particulars.

Hobbies and Interests

- Cricket
- Swimming