**Mohan Kumar Nagaraj**

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**Address:**

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S R Nagar

Bangalore 560027

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**Profile Summary:**

Mohan Nagaraj, currently working as an Assistant Manager, at KPMG have 10+ years of experience. Hands on experience include finance transformation in AP, AR & AR banking, project management, change management, Has strong understanding on AP, AR, debt balance recovery process, MIS reporting of financial statements, MEC activities for expenses & revenues, revenue assurance, group financial reporting, intercompany accounting & reconciliation. Technical skills shared services accounting, revenue accounting, balance sheet reconciliation, project management, SDLC, Six Sigma yellow belt certified, Lean organization. Soft skills:- Accept & learn from criticism, self-confidence, stakeholder management, good business communication skills.

**Professional experience**

**Current Employer: KPMG**

Designation: Assistant Manager.

Service line: Management Consulting

Duration: Aug 10 2015 till present

**Project management:**

* + Worked on multiple SAP projects for world's leading software service provider. Key accomplishments include, represented as SME for Accounts Payables process on one of biggest compliance project in India, Goods & Services Tax (GST) implementation. As an AP SME he prepared the detailed business requirement document liaising with production team & indirect tax team, documented “As-Is” and “To-Be” process map, liaised with stakeholder on Analysis and Design review, prepared and executed the test cases, executed cut over activity & management of change to production team and finally provided warranty support to ensure smooth handover to production team. He has very good understanding on SDLC methodology of project management.
  + He represented as AR & AR banking SME on new company code set up. As SME he was accountable for enabling all AR systems that were needed for production team to have their operation running smooth. As AR Banking SME he was accountable for transition of AR bank account set up & set up miss directed receipts process. The project followed SDLC methodology and he was involved right from business requirement gathering till warranty closure.

**Audit quality assurance:**

* + Was part of balance sheet review at world's leading telecom service provider, responsibilities include detailed review on balance sheet accounts, based on set parameter such as Account appropriateness, Quality of the reconciliations performed, Reviewing pending actionable. Quality review on reconciliations performed in Assure-net. Reviewing manual journals.
  + Audit on reconciliations performed on P&L accounts and balance sheet account for leading software service provider.

**SAP, Oracle, Tally, Microsoft Dynamics-Navision & business objects, ALM**

**Company: Volvo India Pvt Ltd**

Designation: Invoice Administrator.

Service line: India Operations

Duration: Aug 06 2014 25th Jun 2015

Process owner for AP & AR, including engagement set up, new business set up, commercial negotiation.

Engagement maintenance, monthly closing, credit analysis.

Routine activities:-

* A process owner for revenue recognition for Volvo Group Logistics Services, APAC DC.
* Billing for all logistics related services.
* Reviewing the invoices created by the team.
* Group Company billing ensuring all billing activities are closed monthly, quarterly.
* Updating monthly provisions.
* Informing unbilled provision to ACC(accounting & company control).
* Preparation of AR overdue status report circulating the same to management.
* Tracking provisions and ensuring all billing is closed by period close.
* Billing for non-group customers.
* Recoveries (follow ups) with non-group customers to ensure payments are received as per the payment terms.
* Account reconciliation.
* Identifying and closing the gap between cost & revenue.
* Mentoring team.
* Coordinating with various stake holders to close the gap.

**Company: Altran Technologies India Pvt Ltd**

Designation: Assistant Manager (India Finance)

Service line: India Finance

Duration: March 05 2012 till Mar 12th 2014

Routine activities:-

Monthly reporting:-

* Management information report.
* Daily sales outstanding report.
* Monthly revenue reporting in SAP BI module.
* Monthly staff analysis report.
* FTE & head count report.
* Revenue comparison.
* Revenue variance analysis.
* Daily sales outstanding.
* Recharge of expenses.
* Intercompany reconciliation.
* P&L review.
* TB review.

Responsibilities:

**Revenue Accounting Altran India Finance.**

* Monthly dashboard meeting with Delivery Managers.
* Finalizing invoices.
* Finalizing rebilling costs to clients.
* Bank reconciliation.
* Receivables reconciliation.
* A process owner for issuance of currencies of consultants travelling onsite.
* Process streamlining.
* Finalization of revenue.
* Preparation of P&L.
* Perform 4 weeks estimates and compile annual budget. Prepare and encode sales invoices and/or delivery notes and receipts.
* Initiate cross training.
* Intercompany reconciliation.
* Assisting statutory audit.

**Company: Ernst & Young Global Shared Services**

**Designation: Associate Senior level - 3**

**Duration: 23rd March 2009 Feb 10th 2012**

**Roles and Responsibilities:**

**Accounts Payable**

* Work on daily closing and stock update.
* Preparation of debit balance report and contra entry report.
* Collection of receivables from vendor’s debit balance.
* Expert AP knowledge.
* Conducting dashboard with team members on monthly closing and quality report.
* Work on reports required on daily/weekly/monthly basis
* Work with senior team members of on monthly reporting.
* Provide process training to new members and coordinate cross training requirements
* Have good analytical and problem solving skills.
* Counselling team.
* Providing feedback to the team members.
* Mentoring team.
* Team Management.

**Accounts Receivables.**

* Preparing monthly debit balance report.
* Maintaining supplier's refund account
* Managing supplier's accounts
* Having dashboard meetings with Senior Managers with regards to debit balance report.
* Discussing issues and causes for debit balance with senior leadership.

Global Settlements

* Worked closely with different group companies for smooth flow of their settlements
* To ensure that their disputes are resolved in a timely manner.
* To ensure their expenses have hit the right book of accounts

Employee expense reimbursement.

* Coordinating with other departments to evaluate time sheets submitted.
* Worked closely with Finance Managers and assisted with Ad-Hoc report which they requested.
* Work closely with payments team and provide them a report which contains employee refunds.
* Second level of audit for expense claims/expense reviewer.
* Single point of contact for all finance operations that firm provided for their various internal/external clients.
* Review of expense reports.
* Monitoring SLA.
* Provide feedback and share best practice across different departments.
* Resolved issues and demonstrated changes.
* Educate internal employees on the expense reimbursement policy and to ensure that they follow the same.

Worked as a backend support for Finance Managers in Accounts Payable for US operations.

* Assisting senior managers on various vendor reports.
* Worked closely with the processing team to ensure that invoices are processed on a priority.
* Analyse supplier issues on the invoices being paid and provide regular feedback to senior leadership.

Was identified as an accounts Technician and was given a IJP to a new pilot business Accounts Payable department, However had a chance to work with other departments Accounts Receivables, Global Settlements and General Ledger.

**Company: Siemens India Pvt. Ltd.**

**Designation: Customer Support Officer**

**Duration: 25th June 2007 till 4th March 2009**

**Roles and Responsibilities**

Handle client’s queries through calls and emails.

Audit team’s productivity.

Review of booked reservations.

**Qualification**

|  |  |  |
| --- | --- | --- |
| Class X | CMHS | 2003 |
| P.U.C | Oxford College of Commerce | 2005 |
| B.BM | Oxford College of Business Management | 2008 |

*CIMA(Charted Institute of Management Accountant) UK London:- 3 groups pending.*

**Personnel details:**

Father’s Name:- R. Nagaraj

Mother’s Name:- G Lakshmi

Wife Name:- Pavithra HP

Brother’s Name:- Kiran Kumar. N

Brother’s Name:- Naveen Kumar. N

Sister-in- law Name:- Sangeetha V

Nephew’s Name:- Sankeerth. K

**Date of Birth:** 19th Oct 1987

**Nationality:** Indian

**Languages:** English and Kannada

I hereby declare that the above information is true and correct to the best of my knowledge.

**Place:** Bangalore.

**Date:**

**Mohan Kumar N**