|  |
| --- |
| **Mohammed Farook N****SENIOR PROFESSIONAL:** offering **12 years** of experiencenmohamm7@gmail.com | +91-8220177058**Profile Summary** |
|

|  |
| --- |
| * Exposure in managing & performing the broad perspective of **Accounts Payables & Receivables and Financial Analysis** including:
* Accuracy, attention to details and timeliness in Managing disbursement functions
* Processing invoices and accounting timely, assessing and closing AP sub-ledger
* Analyzing, reporting, accounting till finalization
* Projects management, estimation of revenue on the basis of raw data
* Book the actual revenue, preparation of variance report
* Month over month preparation & analysis of various GL balance reports
* Review & post various journals
* Broad based expert in **Accounts Payable (R2R &P2P), Accounts Receivable (O2C), R2R (GL) and MIS Reporting**
* Extensive experience in steering entire finance & accounts activities, auditing & internal/ external auditor support, implementing complex business processes & operational improvements, facilitating internal control and overall GA, AP & AR administration
* Applied advanced skills in financial analysis such as **budget setting, expense variance analysis**& financial consolidation; investigated and resolved potential project revenue leakage areas
* Expertise in supervising **Accounts Payables & Receivables processes** and **entire month-end closing process & reconciliation of ledgers**, vendor relations as well as timely and accurate processing of invoices, purchase orders, expense reports, credit memos & payment transactions
* Possess excellent interpersonal communication and organizational skills with proven capabilities in team management, customer relationship management and planning
* Excels inanalyzing and preparation of financial statements, MIS and financial reporting; Record to Report and General Ledger Accounting; financial analysis of results and preparing quarterly financial reviews for the board of directors
* Skilled in transforming processes & procedures to reduce wastage and enabling innovations in service delivery resulting in enhanced customer experience

 **Education*** **B.Com.** from University of Madras in 2005
 |

 |

|  |
| --- |
|  **Job Objective**Targeting senior level assignments in **Accounts Payables & Receivables, Financial Analysis** with an organization of high repute, preferably in **Chennai /** **Pune/ Hyderabad/ Bengaluru** locations**Key Impact Areas****- Financial Analysis and Planning****- R2R, P2P, O2C, General Ledger Accounting****- MIS/ Financial Reporting****- Accounts Payables/Receivables****- Budgeting& Forecasting****- Variance Analysis** **-Continuous Business Process** **Improvement** **- Reconciliation****- Month-end Closing** |

 |
|  **Career Timeline****2009 - 2015****2015 - 2017**Ford Motor Private Ltd., Chennai as **Finance Analyst**Ford Motor Private Ltd., Chennai as **Sr. Team Leader**AmmaSamaichadu, Chennai as **Managing Partner/ Entrepreneur****2017 - 2019****2006 - 2009**Ford Motor Private Ltd., Chennai as **Team Member****2005 - 2006**Ever Shine Engineers, Chennai as **Account Assistant****1998 - 2000****Notable Accomplishments Across the Career*** Extensively travelled to **Shanghai, China** during 2016 to **transition a new job in Financial Reporting of Ford Motor China and Lincoln**
* Successfully completed **Six Sigma (Green Belt) Project in Accounts Payables** in Aug’11**; streamlined uneven flow of work from the Business Owners** and the work not getting distributed among the team members evenly
* Accomplished **Six Sigma (Yellow Belt) project** in Sept’11; steered process improvement initiative for reducing the cost and work involved in storing backup documents for processes handled in the department
* Completed **Kaizen Project** for **Accounts Payables process** in June 2010 - A process improvement in enabling transparency in the process by submitting and presenting a Fortnight Metrics along with the Issue Log information to Clients

**Awards & Accolades:*** **Employee Excellence Award** in:
* 2013 for launching Marketing & Service Procurement desk thereby resulting in significant improvement in Marketing & Services Finance desk and achieving the highest level of Customer Satisfaction Rating
* 2008 for significant role in managing Ford Credit Britain **(Accounts Payables)** activities by implementing 3 major process improvements initiatives

**Entrepreneurial Experience****Amma Samaichadu, Chennai (Restaurant) Jun’17 – Apr’19****Managing Partner/ Entrepreneur***Led end-to-end restaurant operations, restaurant management, business process reengineering, budgeting and financial management, strategic planning, menu planning, recipe development, performance management and marketing** Handled Accounting activities such as Payment to Vendors, Salary distribution and accounting, Verification and accounting of payment receipts through Cash/Bank
* Verify the pending Payments to vendors and issue cheques on time
* Liaise with the Delivery Agents and get the pending payments received on time
* Conduct meetings with the Vendors to negotiate on the price
* Make sure no aged **Payables or Receivables** in the books
* Periodic Analysis done on the Sales numbers to fetch better results and forecast for the forward months
* Performed Periodic check on the Menu and changes done based on customer requirements and feedback
* Handled Payments and accounting related to marketing and Sales promotions.

**Previous Experience****Ford Motor Private Ltd., Chennai Jul’06 - May’17****Growth Path:**Jul’06 – Mar’09: Team Member - Invoice Processing/Accounts PayablesApr’09 – Nov’15: Sr. Team Leader - Procurement Process / Intercompany Accounts**Dec’15 – May’17: Finance Analyst - Financial Analysis & Reporting - Global Finance****Role:** **~ As Finance Analyst - Financial Analysis & Reporting (Dec’15 – May’17)*** Liaised with Operating Team to get transaction details and prepared transaction summary for Fixed Marketing and Variable Marketing expenses
* Prepared accruals/actuals for booking liabilities for expenses that are incurred
* Formulated and postedjournal entries in general ledger; verified the journal entries with the payments/ invoices to support forecast submission for the remaining months
* Populated information into Variable Marketing Systems with actual sales volumes and variable marketing spending, which will need to get reported in the financial statements of the company
* Collaborated with Operating Team to prepare budget & forecast that will need to get reported in the financial statements of the Company
* Ensured the reserves were adequate for future payments so that Treasury was prepared for huge/bulk payments
* Assisted with preparation of the budget and implemented financial policies and procedures
* Advised management about measures to improve business performance/ reduce costs, coordinate process improvements, staff development, and policy implementation to increase ownership and enhance employee competence for cross functional responsibilities
* Established and maintained cash controls and reconciled the general ledger, monitored cash reserves and investments and prepared bank statements, issued cheques for all accounts due, ensured security for all credit cards and verified charges
* Reviewed internal controls, reporting systems, overall performance of Finance Department, ensured transactions were recorded into the computerized accounting system
* Prepared monthly financial statements, quarterly reports and reports on variances, responsible for closure of Books on a monthly basis by scrutinizing the ledgers
* Reconciled subsidiary ledgers with General Ledgers, keeping receivables under check by weekly reviewing the customers aging report
* Analyzed business processes & financial planning; conducted benchmarking study/ trend analysis and used various business tools to assist the critical decision-making process
* Enabled delivery of high-quality customer experience, elevating customer satisfaction, while adhering to the SLAs and work processes, with effective resolution of escalations within turnaround time

**~ As Sr. Team Leader – Accounts Receivables / Procurement Process (Apr’12 – Nov’15)** * Issued invoices and maintained accounting reports for Receivables
* Created exhaustive spreadsheet to enhance tracking of receivables, followed up on open accounts and negotiated with clients during collection calls.
* Reduced aged receivables through effective follow-up
* Work proactively with other departments in identifying and resolving accounts receivable related issues
* Provided internal and external support with updated reports and current notes using company databases
* Identified and resolved un-cleared receivables over 90 days past due
* Examined, prepared and processed chargeback notifications with valid back up to the customer for payment in order to avoid releasing debt to outside collection agency
* Led a 5 member team for managing procurement activities;prepared work schedule and allocated to team members
* Reviewed daily and monthly metrics with the team and business owners
* Liaised with buyer and vendor for the initial preparation of documents and completion of order processing
* Contacted vendors for negotiation on pricing & payment duration; preparedevidence to support the procurement
* Verified contracts/agreements with vendors
* Conducted verification of status of deliverables and followed up with vendor for closing of Purchase Order
* Managed periodic meetings with clients in reviewing the metrics
* Reviewing team members’ performance and nominating them for the monthly awards
* Prepared documentations for Team member’s appraisals and promotions

**~ As Sr. Team Member - Accounts Payables (Mar’09 – Mar’12)*** Journalized accruals, adjustments and reallocations for month-end closing and ensured all journal entries comply with internal and external audit specification
* Prepared year-end files for audit purpose, interface with external/internal auditors for queries
* Identified reconciling item, recommended appropriate action plan and followed up stakeholder to clear reconciling item on time as per corporate FM
* Held recon tracking review meetings with management on a monthly basis, discussed about getting support for clearance of reconciling item and issues of un-reconciled accounts
* Printed disbursement checks, ensuring all necessary documentation is attached and obtaining supervisors' approval according to departmental procedures
* Trained new hires and made sure their "on boarding" process ran smoothly
* Assisted supervisor with special projects, like downloading reports from systems like SAP and analysing the reports
* Maintained files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
* Functioned as backup in the absence of Team Leader and made sure the invoices are processed by the team on time.
* Special Payments like Check requests were done timely for the vendors on a monthly basis
* Submitted requested invoice copies and documents during the periodic audit and answered appropriately for the questions raised by the Auditors
* Post Audit discussion held with the team to discuss on the outcomes from the Audit
* Extended support provided during the holidays in clearing the backlogs

**~ As Team Member - Accounts Payables (Jul’06 – Feb’09)*** Processed payment entries against Purchase Orders in payable system like Mainframe, SAP etc.
* Processed 200 invoices per day and benchmarked the performance
* Emails relating to queries were handled on time with appropriate responses
* Followed up with business owner for approval and pending invoices query clarification; responded to buyer and vendor queries relating to payments and purchase orders
* Liaised with Payment Disbursement team and Vendors for submission of payment details and remittance copies
* Addressed issues relating to unpaid invoices, clarifying vendors with the reasons and clearing them on time.
* Managed late payment fees or rejection of payments related queries
* Submitting aged reports to management for escalations and further proceedings.
* Led electronic fund transfers/ cheque rejections; re-processedthe transfers and cheques; liaised with the EFT Team and vendor’s bank

**Ever Shine Engineers, Chennai Jun’05 – Jul’06****Accounts Assistant**IT Skills* Mainframe, PeopleSoft (Oracle), SAP Finance basics, MS Excel, Word, PowerPoint, Outlook and Photoshop
 |
| Personal Details**Date of Birth:** 7th November 1983**Languages Known:** English, Tamil, Urdu, Hindi**Address:** G1, Pearl Apartment, 1stStreet, Ranganathan Nagar, Selaiyur, Chennai – 600073,Tamil Nadu, India**Marital Status:** Married**Nationality:**  Indian |