

## **Curriculum Vitae**

**Pradeep Hegde**  
Finance Administrator

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### **Profile Summary:**

- MBA graduate with 4 years of experience in Project Accounting, Accounts receivables, Accounts payables and Order management with expertise in all facets of billing, maintaining projects, reporting and quality control.

### **Professional Experience**

#### **Fujitsu Consulting India Pvt Ltd.**

March 3<sup>rd</sup> 2018 to Current date.

Finance Administrator

AR-Project Accounting/Invoicing/Billing/Order Management/AP

### **Job Responsibility:**

#### **Accounts Receivable, Project Accounting, Order management Billing and Account Payable**

- ☐ Expertise in Procure to Pay, Report to Record and Order to cash process
- ☐ Responsible for conserving 3 to 4% profit on projects.
- ☐ Maintain customer data in ERP
- ☐ Generate quotation via Sales force CPQ
- ☐ Setting up new customer in SAP and review SOW for payment terms
- ☐ Process manual sales order, EDI, manual service order.
- ☐ Creation of project and WBSs, connecting sales order.
- ☐ Interact with Project Managers and stakeholders for labor & expense billing
- ☐ Works with the project team (PM, DM) and support project managers with financial performance of the every projects.
- ☐ Uploading SOWs, quotation and other project details in share drive.
- ☐ Processing Vendor Purchase requisition, uploading vendor PO details and vendor/staffing invoice details in company portal.
- ☐ Review/compare invoice with SOW (Payment terms, service, hours, cost)
- ☐ Ensure all accounts have received necessary documentation and approved invoices for payment.
- ☐ Processing service entry/GR (good receipt)/IR(Invoice receipt)
- ☐ Handling monthly Revenue recognition activity.
- ☐ Validate Job Completion Notice (JCN) with SOW and Uploading all necessary details to project (Quotation, JCN, SOW, vendor invoice)
- ☐ Investigate, analyses and report developing problems and trends relating to A/R.
- ☐ Coordinating with Cash Application Department & ensuring that the payment applied to the correct invoices & providing them single or summary invoices for cash applications
- ☐ Reconciliation of customer invoices where discrepancies exist between invoiced documentation and payment or credit received from customer.

- ☐ Generating reports such as Revenue and cost breakdown, Project review report, past due invoice report, Negative margin report, WIP report

**Certification and Training:**

- ☐ SAP FICO

**Educational Qualification:**

- ☐ MBA in Finance and Marketing, NMIT, VTU University, September 2017
- ☐ Bachelor's degree in Commerce, Karnataka University Dharwad, April-2014

**Technical Skills:**

- ☐ SAP end user
- ☐ SAP FICO
- ☐ Microsoft Office
- ☐ Share-point application.
- ☐ WEBI
- ☐ CPQ Sales Force

**Declaration:** I hereby declare that the above written particulars are true and to the best of my knowledge and belief.

**Pradeep Hegde.**