

Md. Faisal Khan
Process Analyst



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Result-oriented Finance professional with an MBA (Finance & Human Resource), having organizational experience of over 3 years in Procure to pay domain, targeting assignments in Finance domain (Accounts Receivables/ Accounts Payables/ SAP software) with MNCs

Profile Summary

- Focused and goal-oriented professional, was recently associated with Tata Consultancy Services, Hyderabad
- Supervised operations of the Accounts Receivable (AR) section with focus on ensuring efficient processing (payment allocation, reconciliation and month-end reporting) of company receivables through SAP and timely collection in accordance to company policies
- Expertise in Global Payment Procedure and Practices, Banking Relationship Management and Accounts Payable Process, and so on
- Strong functional knowledge and experienced in providing functional support for business process mapping and automation related to payments
- Profound systems-driven approach to accelerate financial operations; uses SAP, Ariba, ServiceNow & Paratur
- Identified process issues with reporting method and proactively introduced new procedure for the department, for improving report quality
- Played a key role in a Process Knowledge Transfer from Genpact, France through skype to TCS, Hyderabad; performed end-to-end activities from interacting with the clients, overseas to transforming knowledge in TCS, drafting SOPs, training new members and tracking the process development; was presented with “A Stare Performer Award” for the same

Core Competencies

Accounts Receivable

Accounts Payable

Financial Analysis & Planning

Global Payment Procedure

Account Reconciliations

Intercompany Transactions

Compliance

Preparation of Reports

Standard Operating Procedures (SOP)

Timeline



MBA. 2017



Oct'17-Apr'19



Apr'19 -Till date

Work Experience

Tata Consultancy Services, Hyderabad as Process Analyst

Apr'19-Mar'20

Key Result Areas:

- Interacting with customers, credit management and customer services for day-to-day issues and allocation issues.
- Daily applying CASH with in given TAT, and working on customer open items to be cleared
- Delivering an efficient service to internal & external customers for queries, refunds and un-cashed refund cheques
- Maintaining a record of applying the cash received through EFT or wire and cheques on daily basis
- Executing reconciliation of GL accounts; managing queries through emails and ticketing; processing customer's refunds, automated, manual and cheques, reversing and following up with customer for rejected direct debit payments
- Performing reconciliation of refunds done and maintaining track of those rejected to make them successful in liaison with Collections and Customer Master Data team
- Monitoring GLs and publishing metrics to the business on a weekly basis
- Working on daily unallocated cash, contacting the customers and delegating to credit team for getting the volume down
- Performing audit of the team through random sampling on all activities
- Accomplishing accounts receivable target goals by training, assigning, communicating job expectations and adhering to policies and procedures

Highlights:

- Conferred with the "Star Performer Award" in Dec 2019; interacted with client on Skype and Webex, transferred knowledge over calls and emails, from client site in France, created SOPs, trained two new members and monitored process development

Previous Work Experience

Genpact, Hyderabad as Process Analyst

Oct'17-Apr'19

Key Result Areas:

- Worked in procure to pay domain; monitored global payments generic email boxes
- Updated batch payments, batch failures and payment rejections
- Applying all the payments as per individual country cut off
- Administered daily bank reconciliation allocation to the team members
- Resolved AP helpdesk emails & calls queries; Collaborated with treasury and banks for access requests, fund transfers, and so on, effectively
- Performing Fund transfer and pulling rejection report
- Prepared monthly deck data and presented to the client and management on monthly basis; received multiple appreciations from clients for quick process deliverables
- Safeguarded payments of employees expenses, vendors and AmEx card payment, on time
- Maintained daily trackers for offline, IC settlements and adhoc payments and rejections

Highlights:

- Trained new team members on the process and leading Asia Pacific Payments
- Conferred with "Outstanding performance Award" from Training team; this was for the active participation in all training related events

Education

- MBA (Finance & Human Resources) from Osmania University in 2017
- B.Com. from Osmania University in 2014

Technical Skills

Applications : SAP, Ariba, ServiceNow, Parature & MS Office (Word, Excel, PowerPoint)
Operating Systems : Windows 8.1/10, Windows 98/XP

Personal Details

Date of Birth : 03rd February 1994
Languages Known : English, Hindi, Telugu; Nationality: Indian; Marital status: Single
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