

# CURRICULUM VITAE

## MOHAMMED AKBAR HUSAIN

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### OBJECTIVE

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My one objective is simple, but sincere and that being, - the welfare of the organization I am about to serve, takes predominance above all else. An esteemed organization such as yours will prosper, and that prosperity will help me to rise as well. I am anxious, able and eager to serve, - all I need is an Opportunity.

### PROFESSIONAL SUMMARY

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13 Years of work experience in P2P. Dynamic Accounts Payable Lead, highly skilled in troubleshooting all accounting issues with speed and efficiency and who thrives in high pressure, team atmospheres. Experienced in Accounts Payables Processing, Payments, T&E, Pcard, Vendor Master, APHelpdesk & Procurement.

### SKILLS

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- Superior attention to detail
  - Intensive research and analysis
  - Complex Problem Solving
  - Expertise in invoice and payment transactions
  - Vendor query handling
  - Strong Communication (verbal & written)
  - Ethical approach
  - SAP, JD Edwards, MS Office (Excel, PowerPoint, Outlook, Word)
  - Good typing speed (40-45 wpm)
  - Effective People Leader

### WORK HISTORY

#### ..... SEPTEMBER 2018-CURRENT

*Supervisor | Otis Global Services Center Private Limited | Embassy Tech Village, Bengaluru*

#### RENT PAYMENTS:

- Handling setting up of all rent payment schedules and timely processing of monthly rents, CAM, OPEX Charges to all Landlords.
- Handling queries from Landlord's with regards to rent payments.

#### DISBURSEMENTS:

- Transitioned all North America, Chile and Uruguay disbursements activities to Bengaluru.
- Timely processing of all payments, reporting, check stop payments, ACH returns/recalls.
- Supporting Vendor Master, APHelpdesk & Invoice Processing teams to help resolve queries.
- Submission of process improvements.

#### VENDOR MASTER:

- Supervising all vendor master activities, reporting and projects.

### ACCOMPLISHMENTS IN OTIS

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- ~\$199,000 additional discount opportunities created between Oct'20- Jul'21. \$82k was tapped.
  - Improved POT (payment on time) percentage from 50% to 75% between Oct 2020 to July 2021.
  - Achieved 70% reduction in Urgent payments requests between July 2020 to Jan 2021.
  - Helped with implementing a BOT in Invoice Processing. 231 hours saved in Q2, 2021.
  - Helped save \$12,000 by avoiding putting a stop on returned physical checks.
  - Suggested for BOT to be implemented in Vendor Master - Auto creation of vendors without human intervention (Target to save 88-man hours a month).
  - Focused on top 100 Suppliers to switch them to ACH payments from check payments. (750 child vendor accounts converted to ACH in 1st half of 2021).
  - Implemented Process Improvements Ideas such as:

- Conducting trainings in end-to-end P2P processes for the whole AP team (PO, Vendor Master, Invoice Processing, Disbursements).
- Rolling out vendor onboarding welcome letters as soon as they are set up in the system giving them basic information of invoice submission process, payment schedules, points of contact etc.
- Implemented RTV project. Helped improve vendor behavior in terms of submission of invoices and avoid missing important required information on invoices.

## **DECEMBER 2010-AUGUST 2018**

*Team Manager | Capgemini Technology Services India Limited | Brigade Metropolis, Bengaluru*

### **PAYMENTS:**

- Handled all Payment Runs for US & Canada locations - ACHs, EFTs, Wires, Ghost Card & Check Payments.
- Handled ACH/EFT/Wires Returned – worked with vendors to resolve bank account issues to resend payments.
- Handled ACH/EFT recall/delete requests.
- Handled ACH/EFT trace requests.
- Handled check stop/void/cancellation requests.
- Handled calls with Banks & Vendors on payments related queries, issues and requests.
- Handled Debit Balance reporting – Single handedly helped recover approximately \$ 150,000 during 2011-2014.
- Performed Overdue Invoices' analysis.

### **PCARD AND T&E:**

- Handled all Pcard & T&E activities – Administrator for these two card programs – Handled expense reporting, expense allocations, month end closing activities, talking with banks/employees to resolve queries/requests.
- Was an expert in the Pcard program for Client and so was given the opportunity to conduct several WebEx Pcard Training sessions for all employees of the Client Company in batches. Received multiple appreciations on successful implementation of these trainings.

### **APHHELPDESK:**

- Transitioned APHelpdesk process from Guatemala to Bengaluru in 2015 – Improved processes, TAT on APHelpdesk queries, enabled First Time resolution on queries (Query Received = Query Resolved). Handled calls/emails from across the globe and helped resolve APHelpdesk queries/requests with optimum efficiency and accuracy.
- Handled escalation / irate calls from vendors/client and helped provide resolution for their issues.
- Successfully implemented new technologies and process automations to encourage continuous improvement. (Use of Macros for reporting, supplier portal, electronic payments).
- Handled VMD requests received at the APHelpdesk.

### **PROCUREMENT:**

- Conducted Reverse e-Auctions for Procurement for various categories (Logistics, Packaging, Chemicals etc) – Talked with suppliers in India and helped resolve bidding questions/requests on the e-sourcing tool (SAP).

### **OTHERS:**

- Facilitated successful internal and external audits through sound and thorough documentation (Deloitte, KPMG, ISMS and Internal audits).
- Kept all DTPs/SOPs and Process Maps current. Managed and maintained change logs and kept all records current. Received appreciations in this regard.
- Handled a team of 40 members.

## **ACCOMPLISHMENTS IN CAPGEMINI**

- Successful transition of the APHelpdesk team from Guatemala to Bengaluru center
- Worked on a Green Belt project to reduce APHelpdesk queries through Value Stream Mapping in Capgemini. As part of the project, helped reduce 2 FTEs and achieve savings of about € 88,000.00 - June 2015 to May 2016 (12 Months Period).
- Received People's Champion Award for being an effective Team (People) Leader in Capgemini.
- Suggested and implemented Kaizen Ideas for easier reporting to perform Overdue Invoices' analysis, reduce ACH/EFT returns, Pcard spending/declines reporting, in the Payments Team in Capgemini.
- Received multiple Master Blaster, Soaring Eagle & Spot Awards for excellent performance during my tenure at Capgemini.
- Chosen as a process expert to be part of the Capgemini Branding team for a new potential Client in Nov 2016.

## **OCTOBER 2009-FEBRUARY 2010**

*Accountant| Northern Trust Operating Services| RMZ Ecospace, Bengaluru*

- Handling Employee expenses claims – Processing employee claims and passing them for payment.
- Indexing & Processing Suppliers' invoices with optimum efficiency & accuracy.

- Performing Supplier Statements Reconciliation – Following up with supplier for invoice copies, back up documentation etc.
- Handling supplier emails regarding payment queries etc.

## **JULY 2008-SEPTEMBER 2009**

*Finance & Accounts Executive | IBM| Prasad Tech Park, Bengaluru*

- Indexing and processing suppliers' invoices with zero error rates.
- Processing complex invoices (invoices with huge break down of values) with zero error rate.
- Ensuring to clear the Duplicates Queue on a daily basis.
- Performing month end activities like Vendor Reconciliation, handling vendor queries, requesting statements from the suppliers.
- Handling invoice queries, obtaining resolution and ensuring such invoices are cleared for payment as early as possible.
- Handling email queries and ensuring adequate resolution is provided for such queries.
- Handling Utilities suppliers' invoices (like Electricity, Water, Telephone service providers), maintaining a tracker for such Utility Suppliers with all the invoices' details for each supplier, and ensuring these invoices are cleared for payment on a high priority basis everyday.
- Emailing concerned persons in Head Office regarding any queries on invoices and getting them resolved and cleared for payment at the earliest.
- Handling a team and allocating jobs (invoices to be processed) to the team on a daily basis.
- Ensuring that any updates received on invoices from concerned persons from Head Office are communicated to the team (For e.g. Break up of invoices, GL codes etc).

## **EDUCATION**

<u>Course</u>	<u>Institution</u>	<u>Year of Passing</u>	<u>Percentage of Marks</u>	<u>Class Obtained</u>
B.Com	Indian Academy Degree College	2008	80	First
2 <sup>nd</sup> PUC	T.E.S. Pre-University College	2005	81	First
1 <sup>st</sup> PUC	T.E.S. Pre-University College	2004	75.33	First
SSLC	Mathew Memorial English School	2003	75.68	First

### **ACADEMIC ACCOMPLISHMENTS:**

- Got an award for scoring the highest percentage of marks in the year 2005 and for being well disciplined in T.E.S. Pre-University College.
- Got a Certificate of Merit and a Cash Award for academic excellence in 1st B.com from Indian Academy Degree College in 2007.
- Felicitated with a Certificate of Merit and a Cash Award for Academic excellence in the 2nd year of B.com from Indian Academy Degree College in 2008.

## **PERSONAL DETAILS**

### **PASSPORT & VISA DETAILS:**

- Passport #: T9380509 (Expiring 20<sup>th</sup> September 2029).
- US Visa: Visa Type & Class – R B1/B2 (Expiring 3<sup>rd</sup> September 2024).

### **OTHER DETAILS:**

- Date of Birth : 31st July 1986
- Father's Name : Late Mohammed Hanif Husain
- Languages Known : English, Hindi, Kannada and Urdu
- Hobbies : Listening to music, playing and collecting Video Games.

I acknowledge that the above given information is true to the best of my knowledge.

Date:

Place: Bengaluru.

Signature