

Moses. G

Accountant

Dubai, AE

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To sharpen my present skills and acquire more knowledge to see myself as a Performing member of a high impact team of a world class organization with my capability for the development of the organization.

Work Experience

Process analyst

Accenture Services Finance Limited

August 2009 to Present

Worked in ICICI bank as a Collection executive for 5 Months.

Job Profile in Accenture:

- Handling the P2P process for payment executions
- Resolving Client Queries related to payments.
- Assisting Team lead by handling Team to achieve the daily metric.
- Strong expertise in conducting compliance reviews and audits.
- Conducts assessment on ISO policies, OPEX & process updates to my span.
- Processes consolidated financial documents.
- Processes experience in creating supplier a/c & handling master records, creation of purchase orders basis the requisition.
- Experience in working with various tools like Excel. Outlook, PowerPoint, Word, Lotus Notes, Access, Visio and Crystal Reports.
- Experience in working with various ERP's like SAP, POPL, DFM and CRM.
- Reconciliation's, reporting and submission of management reports pertaining to accounts payable to client.
- Responsible for achieving SLA metrics on daily, weekly & monthly basis to client & Accenture service management.
- Developed Macros & tools for the process in order to save the time and make the work simple and also have customized many reports as per the client's requirement.
- Initiated a Service Improvement Plan for my process which was accepted and also implemented by the client which led to constant changes in other processes.
- Have experience in doing excel lent documentation on business requirements.
- SPOC for the OE practices in my team
- Reconciliation's, reporting and submission of management report pertaining to Procurement process to client.
- DPI - Duplicate payment indicator (Validating Duplicate invoices.)
- Circulating report for failed payment and raised incident through Bank and technical teams.

Achievement

- Awarded for my best performance at Accenture directly from the Clients.
- Awarded best for VOC for consecutive 3 months.
- Celebrating performance award on quarterly basis.
- Awarded best performer during year end support.

Education

B.C.A.

Hindustan College of Arts & Science
2005 to 2008

H.S.C. in East Coast Christian Matric

Hr. Sec. School
2005

S.S.L.C in East Coast Christian Matric

Hr. Sec. School
2003

Skills

WINDOWS 2000, MS-DOS

Additional Information

- Ability to take up independent as well as team work
- Motivation and willingness to learn new skill
- Adaptive, flexible and optimistic

Computer Proficiency

* Packages: MS-OFFICE

* Operating System: MS-Dos, Windows 9x and Windows 2000