

MOHAMED KHIZER M.S

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CAREER OBJECTIVES:

Results-driven with over 9 years of experience in the service sector, Worked for leading companies as Accountant & Accounts Receivable Executive. I possess a proven track record and spearheading the transitions of order to cash processes with a focus on optimizing efficiency and enhancing financial performance. Looking Forward to contribute my skills and knowledge to achieve corporate goals in a challenging environment.

Areas Of Expertise:

Financial Records & Reporting
CRH Releasing Management
Stakeholder Management
Prompt in Spreadsheets

Accounts Receivable
Accounts Reconciliation
Transitions Management
Billing & Collections

Process Improvement
Dispute Management
Strategic Planning
Account Management

Work Experience: 9 Years of Professional Experience in Finance and Accounts

DHL Global Forwardings, Chennai from May'22 to Present

JOB RESPONSIBILITIES – OTC (Accounts Receivable - collections) May'22 – Present

- ☐ Oversee the Europe Collections team, consisting of 4 members.
- ☐ Review credit limit and order release management
- ☐ Dispute Management
- ☐ Accounts Reconciliation and Manage Contacts
- ☐ Prioritize High valued Invoices and Key Accounts
- ☐ Review customer Contracts and addendum
- ☐ Handling Client calls and customer calls
- ☐ Prepare presentation for review meetings
- ☐ Follow up customer for unapplied & unidentified payments details
- ☐ Resolving queries from customers and stations

Sutherland Global Service, Chennai from Dec'20 to Apr'22

JOB RESPONSIBILITIES – OTC (Accounts Receivable - collections) Dec'20 – Apr'22

- ☐ Prepare Aging report on daily basis
- ☐ Maintain outstanding customers list
- ☐ Reconciling Customer Account on weekly basis
- ☐ Past due Payment collections from customer thru email
- ☐ Resolving queries from customer
- ☐ Review customer history to release/hold the order

- ❑ Evaluate and allocate the credit limit based on the transaction
- ❑ Handling B2B chargebacks
- ❑ Investigating the reason for the chargeback
- ❑ Disputing chargeback post validation
- ❑ Write off chargeback post approval.
- ❑ Cash posting – Preparing the cash log
- ❑ Apply payments by referring remittance backup
- ❑ Issuing credit note post validation and approval.

DPF Industry, Dammam from Jan'19 to July'20

JOB RESPONSIBILITIES – (Junior Accountant in Dammam) Jan'19 – July'20

- ❑ Generate and send out invoices
- ❑ Carry out billing, collection and reporting activities according to specific deadlines
- ❑ Perform bank reconciliations on weekly basis
- ❑ Monitor customer account details for non-payments, delayed payments and other irregularities
- ❑ Maintain accounts receivable customer files and records
- ❑ Check the vendor invoices and process for payments
- ❑ Intercompany reconciliation

Cognizant Technology Solution, Chennai from Sep'17 to Dec'18

JOB RESPONSIBILITIES – OTC (Accounts Receivable - collections) Sep'17 – Dec'18

- ❑ Prepare aging report and Collect payments on past due bills
- ❑ Create a list of customers and Organize list according to aging over 90 days
- ❑ Follow up with Suppliers over phone for brokerage collection
- ❑ Review terms and write off the dispute amount after various level of investigation
- ❑ Handling Customer Master Data
- ❑ Collect the chargeback back up documents from email and customer portals.
- ❑ Analyze and chargeback claims and process for approval.
- ❑ Accept and reject the valid and invalid chargeback claims.
- ❑ Perform Month end activities.

Wipro Limited, Chennai from August'2015 to July'2017

JOB RESPONSIBILITIES – PTP (Accounts Payable) Aug'15 – Jul'17

- ❑ Indexing invoices to ERP tool (Oracle).
- ❑ Allocation invoices among the team members.
- ❑ Invoice processing for supplier payments using 3 way matching.
- ❑ Complete Quality check (QC) of Invoice Processing
- ❑ Ensure delivery as per defined Turnaround Time, SLA
- ❑ Provided utmost support during Business Continuity Plan (BCP).
- ❑ Attended cross-trainings and completion of assessment.

Educational Qualification:

- ☐ Bachelor of Business Administration (BBA) from MD Sathak College – Period 2011-2014.
- ☐ Completed higher secondary in COMMERCE from Madarsa I Azam School in the year 2011.
- ☐ Completed SSLC from Madarsa I Azam School in the year 2009.

Records & Rewards:

- ☐ Led successful OTC project transitions and guided the team to effectively retain critical processes
- ☐ Successfully completed the Credit alignment and enhancement project to improve cash flow
- ☐ Awarded as ‘Key Contributor’ for taking up a key role and successfully completing the Year End Audit

Technical Skills:

- ☐ Knowledge in MS-Office and Well verse in Excel
- ☐ MA!N
- ☐ CW1 & JBA
- ☐ JD Edwards – Collections
- ☐ XERO – Book keeping Application

Personal Details:

Date of Birth : 27-02-1994
Father's Name : Mohamed Shameel
Address : Chennai, Tamil Nadu, India
Gender : Male
Language Known : English, Tamil, Hindi, Urdu and Arabic
Passport Number : P7354505