

SUMIT SINGH

Mobile: +91 9999247854 | E-mail: sumit2504@gmail.com

~ GLOBAL ACCOUNTING ~ ACCOUNTS PAYABLE & RECEIVABLES ~ OPERATIONS ~ QUALITY & PROJECT MANAGEMENT

- **9+ YEARS' EXPERIENCED, HIGHLY DEDICATED PROFESSIONAL WHO LEADS GLOBAL ACCOUNTING PROCESS PROCESSES TOWARDS OPERATIONAL EXCELLENCE –**
Key Skills: Operations Management | Accounting Regulations & Compliance | Stakeholder Management | Strategic Transformation & Transitions Management | Practice Set up | Process Reengineering | Team Management | Situational Leadership | Lean & Six Sigma
I.T. Skills: Statistical Analysis Software (SAS), Procure to pay (P2P) tools, RAPID, ERP (BAAN) SAP FICO, MS outlooks 2016

SUMMARY OF SKILLS

- ☑ Extensive experience in managing all aspects of accounts payable and receivable process. Focuses on transforming the operational performance by changing the way processes are managed and developed
- ☑ Dynamic and results-driven professional with in-depth understanding of financial accounting, budgeting, cost control principles and standards. Holds 9+ years' experience in the areas of International Accounting, Risk Management, Payable's Management, Vendor Compliance, Cross Functional Team Leadership, and Auditing
- ☑ Core competencies include honing the skills and expertise required to solve the organization's processes challenges. Demonstrates professional insights in process excellence and SLAs management, possesses an ability to formulate, design, and develop a long- range operations building plan to improve revenues

CAREER CHRONOLOGY & ACHIEVEMENTS

Nokia Solutions and Networks India Private Limited (2014 - till Date)

CFSS Lead Accountant (Project: Global Accounting Services)

Process Transitioning:

- ☑ Successfully transitioned Accounts Payable, Indirect Procurement and GPR support (offsite transitions) processes from Hungary to India
- ☑ Designed to-be process roadmaps for the transition including setting quality matrices / KPIs and designing SOPs
- ☑ Seamlessly transitioned of 45 company codes from the Middle East and Africa(MEA) region
- ☑ Accountable for identifying and validating migration scope, risks, constraints, dependencies and assumptions for the payable process

Account Payable Operations:

- ☑ Responsible for providing guidance and advice to the members of the global finance community on finance policy and process issues including SAP related guidance and initiating changes to the Accounts Payable systems
- ☑ Accountable for end to end scope of invoice processing for Indian supplier & foreign supplier, including Vendor Reconciliation, Vendor ageing, GR & IR clearing, Invoice quality check, Vendor payments (Forex)
- ☑ Translate the process strategy into operational tactics - build the organizational support needed to achieve them, including development of the team
- ☑ Work in close coordination with the Business Partners & Suppliers to resolve internal & external queries related to payments
- ☑ Resourceful at maintaining relationship with clients to achieve quality product and service norms by resolving critical issues
- ☑ Maximize the performance and quality for the process against defined SLAs through effective real time management
- ☑ Hold regular team meetings and attend other business meetings as and when required ensuring clear communication and understanding at all times
- ☑ Supporting statutory audit, internal audit & SOX compliance in accordance with Nokia's Policy
- ☑ Managing alliances with internal (Business & Regional controllers, various departments, Nokia Purchasing Team & F&C Director) & external stakeholders
- ☑ Conducting PO correction, correcting the booking errors, posting the missing invoices, deletion invoices and closing the Po's

- ☑ Involved in various projects including improving late payments/Reducing & clearing GRIR balances, looking at options for e-invoicing implementation project
- ☑ Ensure efficient and accurate posting of all supplier invoices to the correct payable accounts and timely payment of all supplier invoices by providing effective and consistent processes
- ☑ Gained multi-faceted exposure in working with SAP R/3, key tasks include:
 - Reviewing the auto posting done by the workflow and done correction if require
 - Ensure that all issues/errors/improvement ideas raised by internal stakeholders are logged in the central issue log
 - Handling Vendor Master Maintenance, Supplier Portal, EDI, Invoice processing, Payment runs, T&E, Supplier support, Vendor reconciliations, and urgent invoices
 - Vendor Invoice Processing for Direct, Indirect PO, Non- PO. of Nokia in ERP SAP
 - Utilizing My Orders for placing purchase orders and SBM Tool for vendor maintenance/ creation

Analytics / BI Reporting:

- ☑ Interaction & reporting to Global team on various Global measures including GRIR clearances, Vendor Aging, Monthly SOX reporting & weekly calls with senior management from the Global Team.
- ☑ Preparation and presentation of AP Metrics to the management team

Procurement Process Management:

- ☑ Part of a team involved in GPR support vendor master maintenance, new vendor creation, modification of vendor details, data accuracy reporting and supplier qualification in SBM Tool
- ☑ Setting the performance metrics & streamlining the procurement process

Awards:

- ☑ Global Recognition Award from Nokia Hungry Budapest for Best Performer in Business Transition Period with quality & accuracy March'2015
- ☑ Star Performer in three quarter's Jan to Sep'16 P2P Hall of Fame Q1, Q2 & Q3

IBM India Private Ltd. (Sep 2008 - Jan 2014)

Lead Operation (Project: TYCO USA F&A Accounts Payable)

- ☑ Primarily responsible for management of processing of accounts payable transactions. Worked in close coordination with internal and external stakeholders to identify process gaps / improvement areas
- ☑ Carried out Reconciliation of Invoice (Electronic) using invoice processing system (RAPID) whilst ensuring transactions complied with financial policies and procedures
- ☑ Followed up with various departments and vendors for resolving internal/external technical queries and ensuring timely completion of scheduled activities
- ☑ Training and developing of the team to ensure high operational efficiency; ensuring smooth transition of revised processes and supports the operations team at HO and RO post migration till stabilization
- ☑ Ensured the development and delivery of best-in-class service delivery strategies and processes that provide a high level of customer satisfaction and meet company services standards and commitments
- ☑ Worked with the Quality and Compliance teams to ensure processes and procedures are adhered by team and agents
- ☑ Coordinated the development of a reporting process to track progress on timing and productivity / service level performance; include KPIs to ensure optimum efficiency, and quality
- ☑ Built strategic relationships with top-level executives and key decision makers. Worked towards enhancing clients' performance by driving process, system, and structural changes to ultimately deliver service excellence
- ☑ Presented weekly, monthly and quarterly business reviews for client / programme meetings. Collaborated on strategic decisions towards optimization of service, quality

Awards:

- ☑ Eleven Star awards (Crystal Performance of the Quater) with Certification from IBM India Pvt Ltd.
- ☑ 5 years completion Certificate & shield with association with IBM India

CREDENTIALS

- ☑ **Master's in Business Administration (Finance)**, Symbiosis Institute of Distance Learning, 2014
- ☑ **Master's in International Business Operation**, Indira Gandhi National Open University, 2008
- ☑ **Post Graduate Diploma in International Business Operation**, Indira Gandhi National Open University, 2007
- ☑ **Bachelors in Commerce**, Lyallpur Khalsa College, Guru Nanak Dev University, Amritsar, 2005

Certifications:

- ☑ Six Sigma Lean Black Belt Certification from Benchmark Six sigma.
- ☑ Completed Six Sigma Green Belt Certification and Implementation.
- ☑ Completed Basic Quality Tool (BQT) from IBM Internal learning & development Training.
- ☑ Operations Management: Management of Quality & Communication Skills and Project Management.
- ☑ Basic Data Mining program & ABAP Fundamentals from IBM internal learning programme W3

REFERENCES AVAILABLE ON REQUEST
