Arun. B Email:[Arunbizly@gmail.com](mailto:Arunbizly@gmail.com)

Mobile: +91-9790700955

Passport no : J8543535

**Career objective**

To set standards of exceptional customer services by being a driving force for the team thereby ensuring organizational and individual goals are achieved.

**Work Experience**

Current Organization: **FLSMIDTH**

Duration : Since JAN 2019

eparment : Finance & Accounting

Designation : Accounts payable and Receivables .

**Work Experience**

Current Organization: **TRIPADAM LOGISTICS PVT LTD**

Duration : July 2018 To Jan 19

Deparment : Operations

Designation :Operation Executive in Air and Sea Cargo .

**Work Experience**

Current Organization: **Maersk Global Service Centres**

Duration : SEP 2011 to MAR 2015

Deparment : Finance & Accounting –P2P

Designation : Senior associate in Cost Management.

**Work Experience**

Current Organization: **CMA CGM SHARED SERVICE CENTREs**

Duration : Since MAR 15 to July 2018

Deparment : Finance & Accounting –P2P

Designation : Senior Executive in Finance and Accounting HO Service and Collections .

**Current Organization Responsibilities in FLSmidth**

* Review, verify , sort, code and match PO and NON PO invoices. To enter and process invoices into ERP system.
* Prepare and Perform Payment process
* Research and resolve Invoice discrepancies
* Respond to Query and clarification Emails from Local finance, buyers and internal queries from FSS on daily basis.
* Prepare Monthly reports and submit on time.
* Updating of Process documentation
* Assist with month end closing
* Perform vendor reconciliation and take necessary action.
* Review aged payables ensure old invoices are paid as on due date.
* Monitor debit balances and take appropriate action.
* Perform PO and Advance clearing activity
* To act as Back up for some of the critical activities during team members absence.
* Support Audit and ensure timely response and submission of documentation to auditors.
* Prepare and support for the Monthly KPI Key Metrics for the AP process.
* Involve in automation and process improvement initiatives
* Booking Inter company Invoices and making Payment on timely

**Additional Responsibilities**

* Interacting in giving training for new joiners.
* Involved in handling 15 CB & 15 CA for for Non INR currency Invoices Inter company Invoices
* Customs duty Invoices and make payment on timely .
* Involving in co operative with other teams for getting additional knowledge.

**Responsibilities in TRIPADAM LOGISTICS PVT LTD**

* Handling Danfoss client Import clearance both Air and Sea cargo.
* Checking Flight/Vessel details in ICE gate for ETA and ATA.
* Receive Pre-alert through mail before Flight/Vessel arrival .
* Preparing checklist through Visual Impex tool .
* Filling the document E-Sancit for IRN number .
* BE number updating .
* Online BC paid to Customs
* Making Consol to release Online DO
* Create E-WAY bill for transportation.
* Delivery the goods to the Importer .
* Schedule Transport for carge from consol transport .
* Preparing Daliy Transport Planning according to cargo Dimension
* Delivery challan to be issued to Driver before leaving from Customs warehouse .
* Updating daily tracker and sent to Importer & Consol on daily basis.
* Handling query calls from consol and Importer.

**Responsibilities**

* through making a payment using SAP.
* Updating Drive constant improvement in the quality of service provided to business partners and external customers the received invoices from vendors and creating PO ( purchase order) using SAP.
* Interact in making a purchase orders for port expenses and container expenses for invoice received from vendors using SAP.
* Build professional relationship with business units to manage day-to-day business issues and future growth and interact with clients to resolve daily in the process
* Identify and quantify improvement opportunities leading to benefits.
* Manage complex processes in a changing environment, evaluating operational impacts and manage change implementation by using kaizen process.
* Manage with teams effectively, interacting with training / business areas and working on bridging the gaps through affective training program.

**Responsibilities in CMA CGM**

* Creating new vendor set up in Oracle and auditing the process flow .
* Updating the Payment method , pay group ,currency and banking details for the supplier .
* Modification , activation and deactivation of existing supplier .
* Handled 65 countries for both Oracle R11 and R12 .
* Preforming daily Quality Audit.
* Preparing Weekly reports for Weekly Dashboard and monthly reports .
* Handled 3 Team members from VMD Team and will update daily status to Manager .
* Taking Weekly call and discuss on Issues and problem .

**Additional Responsibilities**

* Interacting in giving training for new joiners.
* Involved in handling new migrations for making the suppliers and location to gaining their environments.
* Involving in co operative with other teams for getting additional knowledge.

**Purchase Order Team Roles & Responsibilities**

* Creating Purchase order using SAP Module
  + Create Purchase Order in SAP, Based on Vendor’s request –ME21N
* Display Purchase Order in SAP -ME23N
  + Releasing the purchase order created – ME29N
  + Posting Goods Receipt- MIGO
  + Amending the PO (if changes required)- ME22N
* Handling the workflow in SAP.
* Updating the Routes, vessel and voyage in SAP
* Rate of Exchange and Tax code updating
* Processing the payment to vendors
* Coordinating with Front Office on Queries and Customer details
* Handling new migrations
* Experience in Microsoft Outlook Version 2003 & 2007 – Mail monitoring, Reporting
* Working on Visual Board updation and Drawing Control chart for every week.
* Currently working the Process Expert Role of the Team. Training to new users with respect to the various activities.
* Handling queries with terminal and local ops under the control of Maersk Global Service centre. Regarding Terminal Departure Report and Release Process.
* Handling Vessel arrival and departure details. Purpose for calculating working hours of berth & crane productivity details.
* Handling Asia pacific (APA) relating to Container Movements. Authentication of reports for Creating purchase order activities.

**Professional Achievements**

* Received a customer service award for the month of November and December for making an effectively process in whole team.
* Initiated in handling the migration for making the payments to vendors and an accompany with the teams by being the driving force, which makes in the roles effectively.
* Reduced new recruits by ensuring cross training within the teams thereby increasing productivity and reducing costs.
* Successfully implement in making their tasks and pertaining to driven the team positively.
* Received a customer appreciation for Malaysia process and Thailand process .

**Computer Literacy**

* Complete knowledge of ms-office.
* Trained and Working in SAP.
* Trained and working in Mainframe Access (IBM software).
* Oracle R11 and R12

**Summary of Qualification**

* Bachelor of commerce, from AM Jain college
* **XII**th **STD** Sai Matriculation Higher Secondary School with Commerce and Computer science as major subjects.
* **X**th **STD** Kendriya vidyalaya DGQA .

**Personal Details**

Father's name : S.Bizly

Date of birth : May 06 1989

Marital status : Married

Languages known : English, Tamil and Hindi

Nationality : Indian

Address : No 24/10 3rd street Nehru colony ,

palavanthangal,

Chennai – 600 114

Date:

Signature **[Arun . B]**