

KARTHIK MANIVEL

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Profile

I am an enterprising young professional intending to continue my carrier in Finance and accounting or IT Industry. In terms of results and objectives, I am enthusiastic and work with decisiveness and conviction. I have a proactive attitude and find positive ways to stimulate and engage with people.

Professional Summary

Executive with nine years of experience in Account Receivable and Project Management Office. Ability to lead a team and expertise in MIS Reports with PowerBI, Resourcing, Invoicing, Account Receivable Management. Successful in strengthening operations, collaborate with all management function and deliver organization goals.

Area of Exposure

- Microsoft Power BI
- Ms Office Tools & Advanced Excel with Macro
- SQL Server
- Tally ERP 9
- Lean Six sigma methodology
- PeopleSoft ESA

Professional Experience

Executive – Cognizant – Chennai

Feb 2018 to Current

Account Operations - Project Management Office

Working for the account which is one of the leading Finance & Accounts deliveries consisting of 400+ projects across the world with annual cash collection of ~ \$108M.

Key Responsibilities

- Leading the transition for financial tasks transit from Onsite and taking care of entire responsibility for the deliverables and leading a team having 5 resources
- Carrying out reconciliation report based on the hours booked by the resources vs customer report and publishing it with Account Manager/Client Partner for their analysis
- Making account receivable overdue summary dashboard on a weekly basis and publishing it as a reminder to all the Account Managers/Client Partners
- Preparing revenue forecasting report and publishing with management for their analysis
- Generating Profitability Enhancement Program/Plan (PEP) report for analysis
- Getting the timesheet entries and preparing the reconciliation report with the details received from the customer for each resource to ensure all the resources effort recorded properly
- Preparing Back-log invoices report as well as dashboard to publish with management on a weekly basis
- Working on the monthly billing for all Billable Time & Material (with Purchase Order split & without PO split) & Billable Transaction Based projects and submitting the milestone for Billable Fixed Bid projects to PM as well as submitting the relevant invoices to the customers through Email by Macro
- Raising Electronic-invoices and Credit Notes based on the requirements as well as map the appropriate payment with relevant Credit notes to knock of the entries in AR books
- Preparing Quarterly deck in PowerPoint to measure the project's trend/performance

- Providing virtual support to Client Partners to create/update the demands in Salesforce.com (CRM)
- Creating SOPs for each sub-process for the respective accounts.
- Creating Quarterly deck to showcase my performance with Management
- Extensive knowledge in reporting and Proficient in design and development of various dashboards & reports
- Develop complex calculated measures using Data Analysis Expression language (DAX) and creating new tables by using DAX of Selected Column & Calculated Column
- Creating the reporting elements such as filters, hierarchies, custom groups, URL, measures as required in the reports and providing Row Level Security access to the reports and data for individual users using Roles (RLS)
- Creating relationships (joins) with multiple tables and Optimizing the data models
- Expert in publishing reports to Powerbi.com (Cloud Service) and setting up the necessary connections and scheduling data refresh on Cloud itself

Subject Matter Expert – Cognizant – Chennai

Jul 2015 to Jan 2018

Account Operations – Accounts Receivable

Key Responsibilities

- Lead a team consists 15 resources and measure their performance
- Prepare cash posting status report on a daily basis & cash posting projection report on a weekly basis for management analysis
- Carry out reconciliations on a monthly basis to determine if all payments deposited in the client's bank accounts processed to respective accounts
- Generate Production and Quality report for my span and encourage the low-performer to improve their efficiencies
- Make Capacity planning on a quarterly basis in order to measure and deploy the resources suitably
- Work on month close activities and ensure to be sent the final numbers report for all the projects to the respective customer on or before the deadline
- Responsible for achieving SLAs in terms of Quality/Productivity; Reporting SLA's, analysis on deliverables such as the Turn Around Time, Customer Satisfaction etc. as agreed with client
- Manage business operations, escalating issues, tracking of daily activities and updating it regularly and ensuring that processes are followed as per the quality standards
- Resolve queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions, efficiencies and high level of quality
- Interact with the management, team and associates to facilitate smooth communication to understand and analyze the requirement and also to identify appropriate solutions for problems
- Map client's requirements while coordinating with cross-functional departments to develop, implement and transition the process adhering to the guidelines specified by the client
- Schedule and conduct refresher meeting for my span on a monthly basis
- Prepare SOPs for each sub process

Senior Process Executive – Cognizant – Chennai

Nov 2012 to Jun 2015

Payment Posting – Accounts Receivable

Key Responsibilities

- Processing EFT, ERA & ACH payments as well as Virtual credit card payments with the help of the explanation of benefits (EOB) received from the provider
- Carrying out reconciliations on a monthly basis to determine if all payments deposited in the client's bank accounts are processed to respective patient accounts
- Following up through mails & calls with client in the event of a delay in payments

- Working on month close activities and ensure to be sent the final numbers report for all the projects to the respective customer on or before the deadline
- Handling the deposit logs which has all the payment details that has been received from the beginning of the month as well as tallying the payments with deposit log vs the payment software while month end closing
- Identifying the denials and low payments as well as maintaining a tracker for the denials
- Recognizing Overpayments and take backs and processing the same upon further analysis
- Accountable for targets achievement that are set for the collection of receivables while ensuring timely submission of clarifications to customers and reducing the Loss on account receivables (Bad Debts)

Payment Analyst – Ajuba Solutions India Pvt. Ltd., – Chennai

Mar 2010 to Oct 2012

Payment Posting – Accounts Receivable

Key Responsibilities

- Posting the payments through Electronic Fund Transfer (EFT), Electronic Remittance Advice (ERA) and manually
- Handling the deposit logs which has all the payment details that has been received from the beginning of the month as well as tallying the payments with deposit log vs the payment software while month end closing
- Identifying the denials and low payments as well as maintaining a tracker for the denials
- Recognizing Overpayments and take backs and processing the same upon further analysis
- As and when the posting has completed, auditing and releasing the payments by batch run process
- Maintaining daily production report and share the same with Team leader

Key Accomplishment

- Created a Macro to submit the invoices through Email with customer which has reduced the manual intervention of this process 90%.
- Reduced manual effort by 100% with savings ~9.14-man days p/a for the result of ERA Rejections analysis
- Saved time with benefits of ~\$871.69 p/a by created a Macro to prepare the external deposit log automatically
- Created a Macro to prepare Cash posting report by automatically which results of reduced ~43.75-man days p/a which is equivalent to ~\$1,628.37
- Wow award in Jan'13, Jun'13, Mar'14 & Mar'15 for excellent performance of the month
- Unicorn in June'15 & Oct'2015 for Outstanding performance of the Quarter
- Opel Award –in Nov'13 & Dec'14 for extraordinary performance of the past six months
- Phoenix Award in Q2 2014 for tremendous efforts and performance of the year

Education and Certifications

- Bachelor of Commerce Year – 2009 – 60% aggregate scores
Rajah Sarfoji Government Arts & Science College, Bharathidasan University, Thanjavur
- Lean with Basic with Six Sigma (Bronze) – **Cognizant** Year – 2015
- Facilitation and Coaching for Everyday Trainer – **Cognizant** Year – 2017
- Information Systems of Cost and Management Accounting Year – 2018
The Institute of Cost Accountants of India, Southern India Regional Council, Chennai

Personal Details

Languages known – Tamil & English

Hobbies - Playing Cricket, Volley Ball, Shuttle Cock, Chess & Carrom

Marital Status - Married