

# MANOJ M NAIR

## SAP Certified Financial Consultant



- Highly skilled and accomplished SAP Certified Financial Consultant with over 5 years of extensive experience in finance and accounting, including over 1 year focused on SAP FICO proficiency in both implementation and support roles
- Hands-on experience in managing financial transactions, maintaining balanced ledgers, and overseeing Accounts Payable and Receivable functions
- Leverage expertise in configuring intricate financial tools and systems, including house banking procedures, payment methods, and optimising asset management processes
- Proven track record of GST and VAT compliance, with experience in tax-related configurations, validations, and substitutions for transparent and accurate tax management
- Demonstrated capability in data management using advanced tools like LSMW and LTMC, as well as proficient in SAP ECC 6.0 and S/4 HANA, leveraging a comprehensive understanding of ASAP methodology for efficient project execution
- Strong leadership and team management skills, with experience in mentoring and guiding junior team members and providing end-user training in SAP modules
- Effective communicator and negotiator, adept at cross-functional collaboration and streamlining Procure to Pay and Order to Cash Cycle

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Kerala, India ♦ Indian ♦ Male ♦ 11<sup>th</sup> March 1991

### EXPERIENCE

**Sep 2023 - Present | Tapas Infosolutions LLP, India**

**FICO Consultant**

- Project Management and Client Support for Khadi Village and Industries Corporation, Mumbai
- Leading the support project, ensuring seamless SAP FM & FI operations, and addressing critical business requirements
- Regularly interact with clients to understand their needs, translating them into effective SAP solutions, as well as facilitating smooth data flow between departments
- Managing Z-Reports and Z-Programs, maintaining high standards of accuracy and efficiency
- Monitoring and optimising SAP FICO systems to ensure they meet the needs of the business
- Analysing client requirements with a keen understanding of business processes
- Working closely with other departments to integrate SAP FICO modules with other business systems, ensuring a cohesive and efficient operational environment
- Developing and conducting training sessions for client teams to enhance their understanding and efficient use of the SAP FICO system

**Jan 2023 - Jul 2023 | Infocost Solutions Pvt Ltd, India**

**Trainee**

- Expertly managed a broad spectrum of financial transactions, upholding the accuracy of both Accounts Payable and Receivable
- Ensured punctuality in payments and receipts, vital for maintaining robust financial health
- Oversaw critical data integration tasks, emphasising seamless execution of mass data uploads using LSMW and LTMC tools
- Led the finance team in configuring advanced financial tools, establishing efficient house banking procedures, and formulating effective payment methods
- Played a key role in refining asset management processes, enhanced the efficiency of financial operations, and provided proactive support for various finance and costing modules
- Actively involved in the setup and management of tax processes (analogous to GST)
- Undertook validations and substitutions and managed cash journal setups
- Addressed software issues, user queries, and customisation needs
- Worked in tandem with the IT team to develop Functional Specifications (FS) documents

### SKILLSET

- ASAP FICO
- SAP ECC 6.0
- S/4 HANA
- Financial Management
- Accounts Payable/Receivable
- General Ledger
- Asset Accounting
- Data Integrity
- LSMW
- LTMC
- GST/VAT Compliance
- ASAP Methodology
- Business Blueprinting
- Risk Analysis
- Credit Management
- Operational Support
- Team Leadership
- End-User Training
- Procure to Pay Cycle
- Order to Cash Cycle
- Cross-Functional Collaboration
- Financial Reporting
- Data Upload Programs
- System Validation and Configuration
- Problem-Solving Skills
- Auditing and Compliance

Jul 2022 - Jan 2023 | Yash Technologies Pvt Ltd, India

#### Trainee

- Played a vital role in providing comprehensive daily support for the SAP FICO module, focusing on key areas such as General Ledger, Accounts Payable, and Asset Accounting
- Demonstrated quick problem-solving skills in identifying and correcting ODN-related discrepancies, thereby enhancing system reliability
- Acted as a crucial bridge between procurement and finance departments. Streamlined both Procure to Pay and Order to Cash cycles, facilitating smoother and more efficient transactions
- Mentored and guided junior team members, imparting best practices and innovative solutions for overcoming complex challenges (L2/L3 tier issues)
- Led the design and implementation of multiple data upload programs, ensuring data integrity
- Provided training to end-users on LSMW and LTMC tools, enhancing their proficiency

Mar 2021 - Jul 2022 | Kotak Mahindra Bank, India

#### Executive (CD Loans)

- Managed the consumer durable loan portfolio, ensuring efficient and precise disbursement of loans, as well as enhanced customer satisfaction through timely delivery
- Conducted thorough customer profile evaluations and verifications to ensure loan disbursement to only eligible and financially credible clients
- Worked in tandem with the sales and marketing teams, developing and executing strategies to promote loan schemes to potential clients
- Played a pivotal role in credit risk management by utilising advanced analytics to assess potential loan defaults
- Contributed significantly to the bank's credit decision-making process

Apr 2018 - Mar 2020 | Pavithra Kumar Associates, India

#### Accounts Assistant

- Led the GST filings for numerous SMEs, adapting the experience to the VAT (Value Added Tax)
- Ensured timely and accurate submissions in compliance with regional regulatory standards
- Managed the bookkeeping activities for various clients, maintaining ledger accuracy and clear financial records
- Collaborated closely with auditors during crucial year-end audits, providing essential documentation and clarifications
- Assisted senior accountants in the monthly and quarterly financial closings
- Ensured all accounting entries were accurately made and reconciled

## PROJECT EXPERIENCE



Project  
Experience.doc

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## ACHIEVEMENTS

- Streamlined the process for financial reporting, reducing the time required for month-end closing by 30% through effective implementation of SAP FICO modules
- Enhanced the accuracy of financial data by implementing rigorous data validation protocols, resulting in a 40% reduction in data entry errors
- Played a pivotal role in optimising the Procure to Pay and Order to Cash cycles, leading to a 25% increase in operational productivity
- Oversaw the successful rollout of SAP S/4 HANA for a major project, completing the implementation 15% faster than the projected timeline
- Implemented efficient SAP reporting tools, significantly reducing the time taken for generating financial and operational reports by 35%
- Maintained an exceptionally high accuracy rate of 98% in managing financial transactions

## EDUCATION

- **Bachelor of Commerce** from Mahatma Gandhi University, Kottayam, India (2014)

## CERTIFICATION

- **SAP Certification ECC 6.0 - Module: FI** (2019)