



# Mahim Ali

Shabiya 12 Abudhabi

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## Profession

- Finance & Accounts

## Objective

Results-driven Accounts Payable Professional with 7+ years of experience seeking a challenging role that combines accounting expertise with client relationship management. Proven track record of ensuring timely and accurate payments, building strong client relationships, and driving process improvements.

## Knowledge Of Systems

- Accounts payable, accounts receivable, invoice, financial reporting, communication

## Education

- **Bangalore University**  
Master of business and administration
- **Mahatma Gandhi University**  
Bachelor of Commerce
- **Board of higher secondary examination**  
Pre-University Course
- **Kerala Board of public examination**  
Secondary School Leaving Certificate

## Software Proficient

- SAP, ORACLE, Tally, Excel

## Experience

- **Sutherland global services** 2015 - 2023  
Senior process associate cum client relationship officer  
• Communicate payment information to clients.  
• Address client concerns regarding payments.  
• Provide financial guidance and support to clients.  
• Collaborate with internal teams to resolve client issues.  
• Develop and maintain knowledge of industry trends and regulations.  
• Participate in client meetings and presentations.  
• Identify opportunities to improve client relationships and processes.  
• Develop and implement process improvements.  
• Process and pay vendor invoices, credit memos, and other payments.  
• Verify vendor information, purchase orders, and payment terms.  
• Maintain accurate records of payments, credits, and discrepancies.  
• Reconcile vendor statements and resolve discrepancies.  
• Ensure compliance with company policies, accounting procedures, and regulatory requirements.  
• Process employee expense reports and travel reimbursements.  
• Maintain accounts payable ledger and perform month-end closing.  
• Analyze and resolve accounts payable discrepancies.
- **Xerox company** 2012 - 2014  
Associate  
• Maintained a good communication with the European Clients as well as vendors  
• Daily review of invoices status & rejections, reported to top Management

- Daily work allocation to the team and perform pre-audit for the Postings done by the team
- Create and post debit memos and credit memos
- Handling queries with vendors, Cust Help team. (Both voice and non-voice).
- Practice of maintaining a regular follow –up on vendor details for non-payment
- Critical activity of carrying out weekly and monthly KPI reporting to Management related to processing plants
- Critical activity of Month End Accruals (MEC) activities directly reported to business units
- Extra effort taken in sharing the year end month end reporting Activities

• **Roy K Paul Associates (Chartered Accountant)**

2010 - 2011

Junior accountant

Purchases: record all purchases on account (i.e., credit)

- Purchase returns: record all purchase returns
- Sales: record all credit sales
- Sales returns: record all sales returns
- Bills receipts: record all bills receipts
- Bills disbursements: record all bills payments
- Journal Proper
- Maintaining Final Statements manually
- Reconciliation of Bank Accounts

## **Skills**

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- Results-driven Accounts Payable Professional with expertise in managing complex accounts payable operations, building strong client relationships, and driving process improvements. Skilled in accounting software (SAP, ORACLE, Tally), accounts payable systems and financial analysis tools like Excel. Proven ability to provide exceptional client service, resolve conflicts, and negotiate effective solutions. Possess strong analytical, problem-solving, and communication skills, with attention to detail and accuracy.

## **Achievements & Awards**

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- Done excel macro in order to quick screening of process errors SAP & Oracle
- Done 'Quick Solver Project' in order to reduce the time of preparing debit memo and credit memo of invoices
- Implemented Quick Solver in Material Invoice Booking (Discrepancy)
- Prepare Manuals & SOPs for the process and updates
- Perform quality audit of invoice processing by the Team on a daily basis and identify the areas of Mistakes committed by the Team while processing the invoices & updating the status

## **Languages**

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- English Hindi Malayalam Tamil

## **Personal Details**

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- Date of Birth : 25/05/1987
- Marital Status : Married
- Passport : V4111854

## **Reference**

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- **Vineesh Aravindhakshan - Sutherland global services**

Team leader

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