

Name – Tayyab Usman Mulani

AP Professional with 15.5 Years' experience.

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JOB OBJECTIVE

To pursue a challenging career as a Finance Professional through an engagement with an organization where I can apply my knowledge for the growth & benefit of the organization I intend to serve, achieve professional enrichment by gaining experience & sharpen my professional skills.

EXPERIENCE SUMMARY

A core member of Accounts Payable team, a result-oriented individual having **15.5** years plus diversified Finance & Accounting experience The **Invoice Processing Supervisor** oversees the end-to-end invoice management process, ensuring accuracy, timeliness, and compliance. This role involves supervising a team, resolving discrepancies, and collaborating with internal departments and external vendors. Professional background includes Handling teams, monitoring quality standards, business delivery, Operations management, vendor management, **green belt certified**, business contingency management and business process improvements with documentation & conducting trainings.

Skills

Problem solving. Team Management. Customer Service. Communication and Presentation. Adaptability Stakeholder Alignment. Collaboration. Culture Awareness. Skill in resolving disputes, clarifying terms, and maintaining strong supplier relationships.

Experience Details

GENPACT India Private Limited

10th July to till date.

- **Designation: Assistant Manager – 01st Nov 24 to till date**
- **Key Responsibilities:**
- **Team Leadership and Oversight:**
 - Lead and manage a team of invoice processors to ensure timely and accurate completion of tasks.
 - Monitor individual and team performance, providing ongoing feedback, guidance, and training.
 - Assign duties strategically to optimize resource utilization and maintain smooth workflows.
- **Invoice Accuracy and Workflow Management:**
 - Maintain and refine efficient invoice processing workflows to support high-volume operations.
 - Review invoices for accuracy, completeness, and proper documentation.
 - Ensure all processes comply with company policies, accounting standards, and regulatory requirements.
 - Maintain comprehensive and well-organized invoice records to support audits and reporting.
- **Issue Resolution and Problem Solving:**
 - Investigate and resolve billing disputes or discrepancies with vendors and internal teams.
 - Handle complex or escalated invoice processing issues with discretion and efficiency.
 - Monitor recurring issues and develop preventive strategies to reduce errors and delays.

- **Collaboration and Reporting:**

- Work cross-functionally with procurement, finance, and operations departments to streamline billing and payment cycles.
- Prepare and deliver reports on invoice processing status, metrics, and performance.
- Contribute to monthly, quarterly, and annual reporting cycles with timely and accurate financial data.

- **Process Improvement:**

- Identify opportunities to enhance invoice processing procedures and reduce manual effort.
- Recommend and implement automation tools or workflow enhancements for improved accuracy and efficiency.
- Stay updated on industry best practices and integrate them into team operations as appropriate.

- **Monitor Payment Schedules and Ensure Timely Disbursements:**

- Review and manage accounts payable schedules to guarantee payments align with contractual terms and organizational policies.
- Coordinate with procurement and finance teams to anticipate upcoming obligations and avoid late fees or vendor disputes.
- Prioritize high-value and urgent disbursements while maintaining consistent cash flow oversight.
- Utilize accounting systems and tools to automate payment reminders and ensure accuracy.

- **Maintain Accurate Records for Audits and Financial Reporting:**

- Organize and maintain comprehensive records of processed invoices, approvals, and payment confirmations.
- Ensure documentation is complete and easily retrievable to support internal audits and external regulatory reviews.
- Collaborate with finance teams to provide timely and accurate data for monthly closings, budget forecasts, and compliance filings.
- Implement data validation practices to uphold the integrity of financial reporting across the organization.

- **Payment Operations:**

- Monitor payment schedules and ensure timely disbursements.
- Oversee daily payment processing including ACH, wire transfers, checks, and digital platforms.
- Validate payment requests and ensure proper authorization and documentation.
- Coordinate with banks and payment service providers to resolve transaction issues.

- **Employee Support:**

- Act as a point of escalation for employee inquiries or issues related to invoice processing, ensuring prompt and satisfactory resolution.

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- **Designation: Management Trainee (PTP Analyst)- 10th July 23 to 31st Oct 24**

- **Key Responsibilities:**

- **Statutory Payments:**

- Ensure timely payments of statutory dues such as TDS, GST, PF, PT, MLWF, Advance tax, Appeal fees, Self- assessment, VAT, CST, NPS, Superannuation and Gratuity.

- **Vendor Payments:**

- Processing Import payments A1 & A2 (Material, Service, Drop shipment, Customer refund)
- Process clearing entries in system against import payment. (A1 & A2)

- Ensure timely payments to MSME vendors, priority vendors, utility providers, corporate credit card, and employees cash advance and T&E by the due date.
- **Team Leadership:**
 - Lead and manage the team responsible for these tasks.
 - Leading a team effectively requires a combination of strong communication skills, strategic thinking, and the ability to inspire and motivate team members.
- **Payment Cycle Management:**
 - Manage the weekly payment cycle.
 - Oversee the employees concur payment process, including T&E, cash advances, and Amex payments.
 - Identify opportunities to improve accounts payable processes.
- **Aging Report Preparation:**
 - Prepare age analysis reports for all vendors to avoid follow-ups from vendors.
- **Fund Arrangement:**
 - Arrange funds and assist with updating and maintaining cash flow spreadsheets, forecasting upcoming payments.
- **Monthly Reconciliation:**
 - Reconcile the accounts payable sub ledger with the general ledger and perform monthly bank, vendor, and TDS reconciliations monthly.
- **Monthly accruals:**
 - Ensure proper accruals are accounted for vendor invoices not yet received.
 - Coordinate with key vendors and respond to inquiries and resolve payment discrepancies.
- **Support to statutory& Internal Audits:**
 - Providing auditors with necessary documents, financial statements, and explanations.
 - Assisting internal auditors by providing access to records, facilitating interviews, and implementing audit recommendations.

Eaton Technologies Pvt Ltd.

13th Aug 21 to 09th July 23

Designation: Analyst PTP

Key Responsibilities:

- ✓ Make payment schedule.
- ✓ Import bills processing and payments for customs duty.
- ✓ Make payment files (Domestic, forex)
- ✓ Issuing and monitoring of supplier advances.
- ✓ Booking Foreign AP payments entries in system.
- ✓ Process all statutory payments. (TDS, GST, VAT, CST, MLWF, PF, PT, Advance tax, Assessment fees)
- ✓ Bill of entry details provided to the banker to knock it off from the Import Data Processing and Monitoring System.
- ✓ Assist in Preparation of MIS Report – Cost Center Analysis
- ✓ Process foreign A1 & A2 payments.

H.B. Fuller India Adhesives Private Limited

16th Oct 15 to 06th Aug 21

Innovative industrial adhesives, Sealants, Coatings & specialty materials]-Shirval, Pune.

Designation: Accounts Payable Processor

Key Responsibilities:

- ✓ Accounting of Vendor invoices – Local and Imports.
- ✓ Make necessary Debit & Credit Notes.
- ✓ Make monthly Accruals.
- ✓ Bank reconciliation.
- ✓ Make prepaid expenses and capex documents file.
- ✓ Online Payment-Import, Domestic & Tax payment.
- ✓ Make payment schedule.
- ✓ Import bills processing and payments for customs duty.
- ✓ Booking all Employees T&E (reimbursements) as per company policy.
- ✓ Make payment files (Domestic, forex)
- ✓ Support to all employees for guiding company policy regarding claim.
- ✓ Issuing and monitoring of supplier advances.
- ✓ Booking of all the AP payments entries in system
- ✓ Assist in Preparation of MIS Report – Cost Center Analysis
- ✓ Regularly review vendor ledgers and complete reconciliations
- ✓ Process 2 way and 3-way PO matching invoices utilizing the designated Finance accounting system. Process 2- way manual payment requests.
- ✓ Hold the payments if the documents are not ok or any discrepancies are there.
- ✓ Bill of entry details provided to the banker to knock it off from the Import Data Processing and Monitoring System (IDPMS)

Baramati Agro Limited.

16th Apr-12 to 14th Oct-15

Sugar Factory, Poultries, Cattle feeds – Baramati Pune.

Designation: Accounts Officer

- ✓ Booking all Employees T&E (reimbursements) as per company policy.
- ✓ Make necessary Debit & Credit Notes.
- ✓ Reporting Domestic/Import/Export/Contractor bill booking.
- ✓ Process PO & Non-Po base invoices.
- ✓ Monthly Vendor /Bank Reconciliation.
- ✓ Support to Internal & External audit.
- ✓ Support in Statutory Audit, Internal Audit for Accounts Payable Support to Tax Dept. for create Input credit Register. (Vat, CST, Service Tax, TDS)
- ✓ Support in Statutory Audit, Internal Audit for Accounts Payable.
- ✓ Make Prepaid working file monthly & yearly.

Kirtane & Pandit LLP

06th Nov-09 to 14 Apr 12

Designation: Accountant

- ✓ Process 2 way and 3-way PO matching invoices utilizing the designated Finance accounting system.
- ✓ Process 2- way manual payment requests.

- ✓ Timely clearing of Employee travel and reimbursement claim.
- ✓ Monthly GRIR clearing of material and Service GL.
- ✓ Vendor MIS.
- ✓ Process Employee Imprest money and supplier advances.

Achievements

- ✓ **Spirit** award in H.B. Fuller India Adhesives Pvt LTD- 2019
- ✓ **Spot** award Q4 in Eaton Technology Pvt Ltd – 2021
- ✓ **Monthly award** Q1 in Eaton Technology Pvt Ltd – 2022
- ✓ **Spot** award Q3 in Eaton Technology Pvt Ltd – 2022
- ✓ **Monthly award** Q4 in Eaton Technology Pvt Ltd – 2022
- ✓ **Quarterly award** – Q3 in Genpact -2023
- ✓ **Quarterly award** – Q1 in Genpact -2024

Courses

- ✓ **GDC&A** (Government Diploma in Co-Operation and Accountancy) Pune Board in 2008 with A Grade.
- ✓ **ICA** (Industrial Computer Accountant) Kolkata Board in 2008 with B Grade.
- ✓ **Typing** (English 30 & 40) Pune Board in 2007 with A Grade.
- ✓ **Tally** Pune Board in 2006.

EDUCATION

- ✓ **MBA** – Finance from - Pune University, Pune in 2020 (2018-2020) with 60.93%
- ✓ **B.Com.** - Kolhapur University in 2006 with 59.23%
- ✓ **12th** - Pune Board in 2003 with 70.67%
- ✓ **10th** - Pune Board in 2001 with 55.33%

Technology Skills

- SAP. Oracle. Tally. ACCPAC- Mysis.

PERSONAL DETAILS

Name : Tayyab Usman Mulani.
Date of Birth : 2nd November 1985
Address : Kul Utsav Society, 09th Floor B-903, Khadi Machine Chowk, Kondhwa Pune, 411048.
Languages Known : English, Hindi, & Marathi.
Email ID : tayyab.mulani@gmail.com
Marital status : Married.

Place: - Pune

Tayyab Usman Mulani