

# MOHAMMAD MUJAHID

## CONTACT

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## SKILLS

- O2C & Accounts Receivable
- E-Filing (ITR/GST)
- Tally/Zoho/QuickBooks
- Collections & Dunning
- Customer Aging Analysis
- Business Ethics & Etiquette's
- Emotional Intelligence
- Cash Application
- Customer Centricity
- Process optimization activities
- NSF/ACH Returns Handling
- Gallup's Cliftons' Strengths
- Process and Automation

## CERTIFICATION'S

- Order to Cash – Finance Expert
- Advanced MS Excel
- Tally Certified
- Foxtrot Practitioner Certification
- E-Filing (ITR/GST)
- Communication & Soft Skills

### ICMAI Mandatory trainings

- SAP FICO
- MS Office
- E-Filing
- Accounting ERPs
- Soft Skills | Analytics



## PROFILE

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Experienced in Order to Cash (O2C) operations within Accenture's US Foods process. Skilled in Accounts Receivable, cash application, invoice processing, and payment reconciliation. Strong in aging analysis, collections, dispute resolution, and bank reconciliation with a customer-focused and ethical approach. Tech-driven and detail-oriented, leveraging automation and AI tools to enhance accuracy, efficiency, and workflow optimization.



## WORK EXPERIENCE

- Accenture**Oct 2024 -  
Order to Cash Operations New Associate
- Processed 100–150+ daily check, ACH, and wire payments using TANDEM, Versapay, and U.S. bank portals, ensuring accurate remittance–invoice matching and GL coding.
  - Resolved exceptions (NSF, stop payments, prepayments, discrepancies) through detailed research and cross-team coordination with Credit, AR, and Sales.
  - Automated invoice and statement retrievals using Excel macros and AI tools, and managed 500+ Queries/Month cutting manual workload and improving turnaround time and Customer Satisfaction
  - Supported month-end closures, aging report analysis, and demand letter distribution via Quadrient Impress, ensuring accurate collections and compliance.
  - Created an exception triage tracker (NSF/NSE/COA/stop payments) with status rules and data validation and Automation to the process cutting rework by 35% and saving almost 407 hours/Year at Accenture and for my US Client.
  - Recognized for delivering implemented automation ideas that completed the innovation lifecycle, I also earned the Co-Pilot Award, received strong client recognition for performance excellence and served as both an Elite Information Security Advocate and the team's Innovation Ambassador

- K S Ramkumar & Rao**2024  
Accounts and Taxation Intern

- Filed GSTR returns for multiple clients
- Managed audits and stock verification at Intek Tapes Pvt Ltd.
- Gained hands-on taxation experience along with Tally Prime and Compu Office



## EDUCATION

- Institute of Cost Accountants of India2025  
Bangalore Chapter | New Delhi  
Pursuing
- Bachelor of Commer (B.Com)2024  
Bangalore University | Bengaluru  
CGPA - 8.9