

Contact

www.linkedin.com/in/promish-bhattarai-b7a85165 (LinkedIn)

Top Skills

Macro
Access
Public Speaking

Languages

English
Nepali

Certifications

SEO Fundamentals
Quickbooks
Making Business Projections
SQL
Accounting Fundamentals

Honors-Awards

Little and Often Awards Nomination

Promish Bhattarai

Business Analyst at Google Inc (arvato financial)
Sacramento, California

Summary

Experience with MS Office (MS Word, Excel, PowerPoint, Visio) and Google Docs (sheets, docs, slides) Experience and proficiency in preparing planning documents, written reports and business process analysis. Knowledge of Quick books, SAP systems and SQL. Strong communication skills. Highly motivated, hard working, self-organized, have an ability to a changing environment and learn new skills. Experience leading cross-functional teams and keeping a clear vision in order to attain team's goals.

Experience

Google(arvato financial)
Business Analyst
January 2016 - Present
Sunnyvale, CA

- Worked with global team during validations- validating account balances, UI changes, billing information is migrated successfully.
- Supported internal testing on QA and production environment –(UI, Payment Settlement, Refund)
- Filed and updated bugs with Engineering to help fix trending and known issues and to help improve internal tools, knowledge base canned response and help center content.
- Engaged with client to map out new process, clarify existing process
- Managed to complete all assigned task on deadlines to allowed project to be completed on expected end date.
- Proactively identify areas of improvement and document and roll out new process for better customer services.

Google(arvato financial)
Electronic Payment Systems Analyst
July 2015 - January 2016 (7 months)
Sunnyvale, California

- Informed customers of tax documents (1099-k) to maintain their business operations.

- Evaluated the customers cases and giving refunds when needed for certain Google products (Google Wallet, Project-Fi) .
- Prepared and managed Accounts Receivable variance reports during month ends.
- Investigated customer queries for Master Card transaction to ensure payments have been successfully transferred or cancelled.
- Developed and maintained desktop procedures and process documentation for area of responsibility for stable handovers and off-shoring.

Google(arvato financial)

Payment Specialist

August 2014 - July 2015 (1 year)

Sunnyvale, CA

- Handled daily reconciliation processes.
- Managed invoice approvals, resolved refund requests, chargeback, credit/debit memos and write offs
- Extensive use of Microsoft Excel to formulate Pivot Tables from the daily updated financial data. Also used excel formulas i.e VLOOKUP etc. to make the spreadsheet.
- Assisted in month end close processing.
- Processed local entity specific taxation documents within the Google payment entry system.
- Ensured that documentation and data required for all approval functionalities are collated and stored for audit purposes.
- Schedule meetings, follow up on projects and update trackers.
- Managed customer accounts through electronic transfer of payments into new Google financial software system.
- Dealing with queries and assisting with escalations once referred to the Team Lead.
- Interaction with multiple stakeholders (Sales, Finance and IT)

Himalayan Apparels Ind. Pvt. Ltd.

Accountant

March 2007 - February 2011 (4 years)

Kathmandu, Nepal

- Received all incoming payments, handled customer inquires and prepared customer invoices.
- Reviewed invoices for appropriate documentation and approval prior to payment.

- Insured timely accurate payments of vendor invoices.
- Prepared Bank reconciliation statements and investigated unusual trends and or variances
- Prepared Balance Sheet and Income statements.
- Monitored and recorded company expenses.
- Compared the financial performance of the company against previous periods.
- Identified product cost and the potential profitability of products.
- Informed management of tax liabilities and explained arising issues.
- Attended meetings to discuss and agree upon corporate budgets.
- Prepared a review of the organization's existing information system and produced a report on system performance
- Collected information and prepared schedules of fixed assets of the company
- Forecasted spending proposals and cash flow
- Ensured compliance with taxation legislation, accounting standards, industry standards and other regulations

Education

International Technological University

Master of Business Administration , Accounting and Finance · (2012 - 2014)

Tribhuvan University

Bachelor of Business Studies (B.B.S), Accounting and Business/
Management · (2007 - 2010)

Pentasoftware

Diploma in Business Accounting, Accounting and Business/
Management · (2007 - 2007)