Soumya Ranjan Pattanaik

# 90, Munnekolala, Marathahalli

Bangalore - 560037, Karnataka

+91 872 232 7802 / +91 903 591 0339

[soumyaranjanpattanaik725@gmail.com](mailto:soumyaranjanpattanaik725@gmail.com)

**Career Objective:**

To find a position with a growing organization where my accounting skills and experience can be used in the environment. Seek diversity and professional challenge with an opportunity for advancement.

**Professional Summary:**

Experienced and motivated “Cash Application\Reconciliation” Professional utilize exceptional auditing and investigating skills to identify discrepancies and resolve them. Has an excellent analytical and accounting ability. Has an Associate of Commerce Degree in Accounting and having more than 3 and half years of “**Order to Cash”** and **“Record to Report”** experience.

**Employment:**

Currently Dealing with Reconciliation in “**Cognizant Global Services**” Bangalore as **Senior Process Executive - Accounts** (Reconciliation).

* As a SPE-Accounts (Reconciliation) in “**Cognizant Global Services**” Oct’2016 to till date
* As a SPE-Accounts (AR) in “**Cognizant Global Services**” Jul’2015-Oct’2016
* As a PE-Accounts (AR) in “**Cognizant Global Services**” Jan’2014-Jun’2015
* As Trainee-Accounts (AR) in “**Cognizant Global Services**” Jul’2013-Dec’2013

**Responsibilities:**

* Team player who performs at a consistently high level of productivity with critical SLA.
* Interaction with client in resolving issues through mails.
* Running interface for lockbox on daily basis. Auditing the daily volume processed.
* The transactions includes: Check, Credit card, Wire Transfers, ACH, bank charges and Chargeback.
* Working on Reapplications, intercompany transfer of funds, recovery funds & Refunds
* Responsible for the downloading & uploading of the daily & monthly bank statement from bank website.
* Working on reports like Consolidated Productivity, Consolidated On Account Pending.
* Prioritizing accounts and workflow to meet management goals.
* Processing adjustments to the receipts to increase or decrease the value of the receipts.
* Follow up on Duplicate payments, Short and Excess payments, refunds & invoice reversal.
* Preparing Aging on the Bank reconciliations and scheduling a call with the clients in resolving the outstanding items.
* Pulling aging report for On Accounts payment and clearing with future invoices
* **Tracked inventory and maintained accounts to identify any discrepancies.**
* Reconciled discrepancies efficiently and in a timely manner for customers.
* Ensure the Receipt Journal Report of Sub ledger (trade receipt and miscellaneous receipts) is interfaced to General Ledger and matching General Ledger with the Bank Statement.
* Researched discrepancies and updated accounts with accurate information.
* Notified supervisor of all issues and trends when required.
* Answered client and customer questions regarding accounts and any discrepancies.
* Preparing the Dollar value on the Bank reconciliations and presenting it to the management to show the value of the outstanding items.
* Working with the “Record to Report” and “Order to Cash” Revenue, Special Project, Treasury, Collections and GL teams to ensure that the accurate and proper cash application is being done.

**Experience in the following areas:**

* Proficient in MS Excel, FLOOD AR, CRM Tool, Oracle 11i, Oracle R12
* Accounts Receivable
* Bank Reconciliation

**Accomplishment**:

* Won “Wah award” as a trainee for performing well among the team for managing the high volume.
* Won “Spot light” as a PE- Accounts for processing & auditing the highest items with 100% for multiple responsibilities

**Qualification:**

Bachelor’s Degree Commerce

Utkal University, Odisha, 2012

**Certified for:**

PGDCA, Tally 9.0

**Personal Strengths:**

Team Player, Quick learner, Keen to Learn, Well managed, Punctual and Efficient.

**Hobbies:**

Sketching, Calligraphy, Cycling, Listening to Music & Surfing Internet to update Knowledge.

**Personal Information:**

**Name**: Soumya Ranjan Pattanaik

**DOB**: 02-June-1992

**Fathers name**: Maheswar Pattanaik

**Marital status**: Single

**Gender**: Male

**Language known**: English, Hindi & Odia.

**Nationality**: Indian

**Religion**: Hindu

**Permanent Address:**

At: Kuradhamalla;

Po: Daleiput;

Dist: Khordha;

Pin: 752056 (Odisha)

**DECLARATION**

I do hereby declare that all the above statements are true to the best of my knowledge and belief.

Place: Bangalore Signature

Date: Soumya Ranjan Pattanaik