**PANKAJ G. GOHEL**Narmada Residency, Street No. 8, Buddanagar Colony,

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Nr. Uppal Depot, Boduppal, Hyderabad– 500039

**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job-satisfaction and self-development and help me achieve personal as well as organization goals.

**IN BRIEF**

* Total **9+ years of experience** including 8.5+ years of experience in Records to Report (R2R), General Accounting and Financial Reporting
* Currently working withGenpact India as **Manager** inFinance & Accounting
* **Multiple Process transition experience** with wide range of R2R activities and ensuring post transition stability of process
* **US B1 (Business) Visa** with multiple entries
* Additional Experience of **US Taxation (Form 1040, 1065 and 1041)**
* **MBA with Finance** (First Class), **B.Com. (Honor)** Advanced Accounting & Auditing

1. **EMPLOYMENT PROFILE**

Current Employer : Genpact India, Hyderabad

Current Position : Manager (from May, 2015 till date) (Team of 9 Associates)

Current Project : Record to Report (R2R)

**Job Responsibilities:**

* *Manage end to end service delivery for R2R General Accounting activities i.e. Journal Postings, Month End closure, Balance-sheet Reconciliations, Treasury and Bank Reconciliations, Intercompany Reporting and KPI Reporting*
* *Ensure smooth transition of General Accounting activities from Customer location*
* *Track issues or challenges to closure and submit Root Cause Analysis for future control*
* *Manage timely delivery of General Accounting activities with quality*
* *Prepare monthly Period End Close calendar and get customer signoff*
* *Adhere to internal control and compliance and ensure sufficient evidence for smooth audit signoff*
* *Support a team of 9 associates, assess their knowledge requirements and arrange for/impart training*
* *Promote new initiatives, invite innovative ideas and materialize them in process improvements*
* *Publish weekly/monthly Dashboard to timely deliveries, process issues, process improvements and initiate productive discussion with client*

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Employer : Hindustan Unilever Limited, Bangalore

Position : Finance Executive (from Dec, 2012 to May, 2015)

Project : Record to Report (R2R)

**Job Responsibilities:**

* **Adherence to 3-tier Governance Model and Service Management**
* *Manage the service deliveries from third party service provider (3PSP) and submit to Country Finance Director and Finance Controller (SRM)*
* *Ensure maximum productivity in 3-tier model through effective use of Governance Meetings, Escalation Matrix and Global Process Model*
* *Conduct monthly Trail balance review with 3PSP and ensure all variance are properly explained*
* *Organize monthly end review meeting with Country Controller to explain variances in order to give comfort before closing the period*
* *Understand and raise any country specific exceptions to global team*
* **Finalization of Monthly Journal Entries and Balance sheet Reconciliations**
* *Review of monthly journal postings and Balance sheet account reconciliations submitted by 3PSP*
* *Ensuring completeness and compliance to Unilever Accounting standards in Reconciliations quality before submitting to country finance controller*
* *Regular communication to Finance Controller on quality and hygiene of reconciliations*
* *Ensuring minimum reconciling items and valid open items in ERP.*
* *Continuous guidance to 3PSP on meeting timelines and quality expectations on reconciliations*
* *Timely approvals of Balance sheet reconciliations based on global frequency and risk rating schedule*
* **Financial Reporting and Submission for consolidation**
* *Detail review of transactions and account balances at transaction type level for an entity before submission*
* *Submission of financials for consolidation purpose to Global Accounting team*
* *Addressing any query raised by global accountants and auditors on Financial Reporting*
* *Ensuring minimum difference between numbers submitted by Financial Reporting and Management Reporting team*
* **Intercompany Accounting**
* *Ensure minimum aged intercompany payables and receivables*
* *Assistance to 3PSP with regular follow through and escalations to sister companies for closure of aged items and timely collections of receivables*
* *Monthly report to country controller on progress of aged items Intercompany payables and receivables*

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Employer : EXL Services Ltd., Bangalore (erstwhile Outsource Partners International)

Position : Lead Assistant Manager (from July, 2011 to Dec 2012) (Team of 12 Associates)

Team Leader (from July, 2010 to June, 2011)

Project : Record to Report (R2R)

**Job Responsibilities:**

* **Reconciliations as per SOX compliance**
* *Finalization of Balance Sheet Account Reconciliations with Client*
* *Responsible for various Reconciliations such as Long-term Assets, Short term Assets, Current Liabilities , Prepaid Expenses and Notes Payable*
* *Cube analysis and Fluctuation report for Group of Accounts*
* *Analyze the Agreement & Invoices and prepare payment schedules*
* *Prepare Recurring Payment Journal Entries and tracking payment with schedule*
* *Reconcile Account Balances with appropriate supporting documents*
* *Record Journal Entries for clean-up of reconciling items*
* **Financial Reporting**
* *Processing, Review and Finalization of Journal Entries which includes Amortization, Adjustments, Reclass/Reversal, Cost Allocation and Commission JEs*
* *Providing Assistance & Co-ordination with Onshore Team during monthly GL Close*
* *General Ledger Tracking and Analysis, Handling Variance/Exception analysis after every GL close*
* *Maintenance of addition/modification of Locations and Chart of Accounts*
* *Various Roll Forward reports such as Debt and Receivable Roll Forward quarterly reports*
* **Other Responsibilities**
* *Handling special Client requests like Audit requirements, PBC requirement etc.*
* *Monthly Accrual entries for Notes Payable/Receivable Interest and Professional Fees*
* *Weekly Client Conference Calls and frequent Client interactions*
* *Documentation of all the sub processes and verification of same with ISO Standards & updating the team on the same*
* **Team Handling Role**
* *Resolving grievances within team members, leave management and resource scheduling*
* *Review of monthly SLAs and SOW (Chart of Actions), mange any deviation from SLAs and communicate same to the client*
* *Arrange and lead Weekly conference calls with client, prepare and distribute meeting agenda and minutes*
* *Prepare monthly management reports for EXL e.g. Monthly Utilization Report, Time study, Production Schedules, Trainings Planned vs. Actual, Errors & Exceptions etc.*
* *Team Handling and provide motivation to team to achieve SLAs and encouragement for new ideas to implement process improvements*
* *Strict adherence to SLAs and quality terms, discussion of any deviations to SLAs with the SMEs*
* *Impart regular training and create multiple backups for sub processes to ensure completion of deliverables*
* *Ensure the training documents are updated regularly to comply with ISO Standards*

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Employer : **EXL Services Ltd.**, **Bangalore** (erstwhile Outsource Partners International)

Previous Project : Tax Compliance Services (US Taxation) Form 1040/1041/1065

Duration : February, 2007 to April, 2007 and February, 2008 to April, 2008 (Two Tax-Seasons)

Position : Senior Tax Analyst

**Job Responsibilities:**

* *Preparation and Review of Tax Returns in Various Tax Software like* *Pro Fx System, Go System, Lacerte Pro Tax, Pro Series, Ultra Series*
* *Handling Tax Returns of Individual, Trust and Partnership Firms* (Form 1040, 1041 & 1065)
* *Preparation of Training Plans and Imparting Training to New Resources*
* *Preparation and Audit of Process Documentations*

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Previous Employer : Manubhai & Chartered Accountants, Ahmedabad

Duration : September, 2006 to February, 2007

Position : Tax Analyst

Project : US Taxation Services

**Job Responsibilities:**

* *Preparation and Review of Tax Returns in Various Tax Software*
* *Handling Tax Returns of Individual, Trust and Partnership Firms*
* *Preparation of Training Materials*

**COMPUTER SKILLS**

* *End user experience in SAP FI for R2R activities*
* *End user experience in LAWSON ERP*
* *MS Office Applications (MS Word, MS Excel, Power Point, MS Outlook & MS Visio)*
* *MS Visual Basics for Macro and Automation*
* *BlackLine and Trintech tool for Account Reconciliations and Journal Posting*
* *PeopleSoft for HR and Payroll & SourceNet Catalyst for AP*
* *Knowledge of Tax Software like Pro System FX, Go System RS and Lacerte Pro Tax*

**QUALIFICATION**

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| **M.B.A.**  **Finance** | **Master of Business Administration (Finance)**  *Education Major(s): Financial Management Result:* ***63.59 % First***  *5/2006 Department of Business Administration,*  *Faculty of Management, Bhavnagar University* |
| **B.Com.** | **Bachelor of Commerce**  *Education Major(s): Advanced Accounting & Auditing Result:* ***71.50 % First***  *Computer Applications*  *4/2004 K.K. Arts & Commerce College, Dhandhuka*  *Gujarat University*  *I had secured first rank in college in each year.* |
| **H.S.C.**  **(10+2)** | **Higher Secondary School Certificate Commerce Stream**  *Subjects: Fundamentals of Accounting Result****: 75.50 % Dist.***  *Business Maths, Economics*  *3/2001 M.D. Shah Vidhyalaya, Botad (Dist. Bhavnagar)* |

**KEY SKILLS**

* *Accounting and Financial Proficiency, Team Building and Leadership*
* *Strong Analytical, Mathematical, and Problem Solving Skills*
* *Various process improvements and standardizations through LEAN and Six Sigma*
* *Experience in Integrated Accounting and Reconciliation Software*
* *Coordinating with client for giving acceptable solutions to problems, queries raised by client within predefined stringent time limit.*
* *Systematic Approach and quick adaptability to new technologies*
* *Fast learning, committed and able to work under pressure*
  + - * 1. **PERSONAL DETAILS**

Date of Birth 20th February 1984

Language Hindi, English & Gujarati

Personality Traits Analytical, Energetic and Quick Learner

References, if required could be arranged as per the requirement.

PLACE : HYDERABAD

DATE : 15-NOV-2015

**(PANKAJ G. GOHEL)**