

CARRICULUM-VITAE

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Career Objective: -

I look forward to working with an organization which offers a challenging opportunity to enhance my knowledge and skills that would allow me to contribute towards achieving the organizational goals to the best of my potential.

Educational Qualifications: -

- M.Com Passed from 1st Division from Govt. Post Graduate Collage, Noida in 2017.
- B. Com Passed with 1st Division from Mahatma Gandhi Kashi Vidyapeeth, Varanasi in 2015.
- 12th Passed from C.B.S.E Board in 2012.
- 10th Passed from C.B.S. E Board in 2010.

Accounting Software: -

- **SAP FICO/MM/HANA/B1 Module**
- ORACLE
- Tally 7.2 & 9.0 ERP
- **QuickBooks Online**
- **QuickBooks Desktop**
- **Bill. Com**
- Ramp Portal
- **Gusto Portal**
- **Sedona Office**
- DTE Axiom
- **CCH Engagement Binder**
- Proforecast
- Mondey.com
- **Smartsheet**

Accounting Certifications from clients: -

- Received Accounts Receivable Certificate from **Bill. Com**
- Received Accounts Payable Certificate from **Bill. Com**
- Received Accounts Receivable Certificate from **QuickBooks.**
- Received Accounts Payable Certificate from **QuickBooks.**

Lean and Six Sigma Certifications: -

- Completed **Green Belt Certification** in LEAN & SIX SIGMA Course
- Completed **White Belt Certification** in LEAN & SIX SIGMA Course.
- Completed **Yellow Belt Certification** in LEAN & SIX SIGMA Course

Working Experience– 08 Years

- Working as Senior Consultant in **Crowe LLP** from 03rd September 2022 to Till Date on Third Party Payroll Crowe Horwath IT Services Pvt. Ltd.
- Worked as Senior Officer in Accounts & Finance **Welspun Global Shared Services Limited** from 08th March 2021 to 30 September 2022.
- Worked as a Senior Accountant in **Michael Aram Inc**, from 03rd Sep 2020 to 01st March 2021 on Third Party Payroll M.A Design India Pvt. Ltd.
- Worked as Account & Finance department as Senior Executive in **Honda Cars India Ltd** from 27 Feb 2019 to 27 Aug 2020 on third party payroll G4S Facilities Services.
- Worked in **Genpact India Pvt. Limited** as Associate in O2C Domain Accounts & Finance from 09 April- 16 to 14th Feb-19.

US Accounting Activities:-

Assistant Manager (Accounts & Finance) Role & Responsibilities: -

- Maintain and update accounting records and files.
- Analyze budgets and create expense reports.
- Examine tax policies and handle tax payments and returns.
- Meet with clients to discuss confidential accounting issues.
- Post transactions and categorize records in the general ledger (e.g. by assets, liabilities and expenses)
- Reconcile bank statements.
- Analyze transactions with internal and external stakeholders.
- Conduct month-end and year-end closures
- Prepare documents for audits.
- Advise clients on financial issues via email or phone.
- Apply new accounting policies and ensure compliance with rules and regulations.
- Report to the Accounting Manager and work to improve financial processes.
- Maintaining financial reports, records, and general ledger accounts.
- Preparing journal entries, analyses, and account reconciliations and assisting with monthly closing processes.
- Contributing to the development and review of annual operating budgets and performance projections.
- Maintaining documentation for accounts payable, purchasing, and treasury and

conducting internal audits.

- Performing monthly balance sheet reconciliations.
- Meeting processing and reporting deadlines.
- Responding to information requests, reviewing financial statements, and assisting with audits.
- Ensuring compliance with GAAP.
- Assisting the accounting manager as needed.

FP&A Consultant roles and responsibilities: -

- Provide FP&A finance support to the accounting teams related to productivity, demand planning, reporting, and metrics in a timely manner.
- Identify and understand business challenges; propose and create solutions.
- Partner directly with the finance team and central FP&A groups to collaborate on metrics, goals, and business reviews.
- Dive deeply into financial data and become a subject matter expert to provide additional insights.
- Work on corporate projects and initiatives that impact the entire organization.
- Create presentations that provide insightful analysis, identify required action items, and effectively frame decisions to be made.
- Identify and research variances to forecast, budget, and prior-year expenses, proactively identifying opportunities for improvement.
- Develop and maintain effective relationships with business partners and cross-functional teams at all levels of the organization.
- {If the company is public} Serve as a liaison for the investor relations team, managing the earnings guidance scenario modeling, including executive presentation, Q&A support, and ad hoc analysis.

P2P-Accounts Payable Responsibilities: -

- Review and process invoices along with providing their solutions for the invoices and releasing the invoices for Payment.
- Resolve all vendor queries and requests coming via e-mails/Tickets within the agreed SLA.
- Review and validate essential so valid invoice like supplier details, PO, bank account, invoice date etc.
- Maintain a tracker of the exceptions and ensure Invoices and queries are balanced taking based on the exception tracker.
- Maintain exception logs for process related exception as and when they occur for knowledge retention.
- Independently perform transactional tasks which support the compliance, planning and execution of assigned processes.
- Follow up with requisitions (via calls/emails or tickets) to tackle hold invoice as per the AP guideline.
- Enforce the internal compliance policy and guideline established by the management on their daily operational activities.
- Perform daily internal and it to ensure all Invoices/queries are balanced as per the guidelines.

- Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures.
- Reconcile bank statements.
- Input daily bookkeeping and record keeping.
- Verify invoices against purchase orders and ensure goods or services were received before issuing payment to vendors.

Accounts Receivable Responsibilities: -

O2C-Cash Application Roles & Responsibilities: -

- Accountable for posting cash payments on customer accounts and balance cash posted to cash receipts.
- Responsible for timely and accurate import and balancing of all EDI files from lockbox banks, wire remittances, ACH, and manual template loads into Oracle A/R.
- Perform research and initiate resolution of unapplied cash items within one business day by following up and consulting with our credit department or directly with the customer.
- Work suspense report daily and code disputes with the proper reason code as well as obtain and attach back-up or check copies for chargeback deductions.
- Work with cash application supervisor for daily/weekly/monthly ar reconciliation in order to ensure an accurate month-end close.
- Maintain applicable hardcopy and electronic files in a manner that allows requested documents to be retrieved in a timely manner.
- Identify inter-company payments. Auditing, reconciling and correcting rejected payments.
- Process customer's credit card payments on the PayPal website and apply those payments to the customer's account to ensure proper shipments.
- Maintain customer master file by updating remittance and setting up new customers.
- Maintained communications between billing department and sales.
- Recorded and balanced all cash transactions.
- Handled calls and concerns from internal and external customers.
- Resolved payment reconciliations and other AR accounting issues.
- Process adjustments, refunds & monthly write-offs.

O2C-Collections Roles & Responsibilities: -

- Monitor accounts daily.
- Identify outstanding account receivables.
- Investigate historical data for debts and bills.
- Take action in order to encourage timely payments.
- Process payments and refunds
- Resolve billing issues.
- Resolve customer credit issues.
- Contact clients and discuss their overdue payments.

- Update account status records
- Prepare and present reports on collection activities and progress.
- Pulling Bank Statements from bank corporate websites.
- Doing Clearing activities on a regular basis.
- Month End Activities.

Profile Summary: -

Experienced and detail-oriented Accountant with 8 years of expertise in Accounts and Finance, specializing in US Accounting practices. Proven track record of delivering accurate financial reporting, ensuring compliance with regulatory standards, and optimizing financial processes. Adept at managing full accounting cycles, from data entry to financial statement preparation. Extensive knowledge of Generally Accepted Accounting Principles (GAAP) and proficiency in utilizing accounting software and tools.

Key Skills:

- **Financial Reporting:** Demonstrated ability to prepare and analyze financial statements, balance sheets, and income statements, ensuring accuracy and compliance with accounting standards.
- **US Accounting Expertise:** In-depth understanding of US GAAP and experience in implementing accounting practices tailored to the US market. Proficient in handling tax compliance and financial regulations specific to the United States.
- **Process Optimization:** Proven success in streamlining accounting processes to enhance efficiency and accuracy. Implementing automation tools and leveraging technology to improve workflow and reduce manual errors.
- **Budgeting and Forecasting:** Skilled in developing and managing budgets, forecasting financial trends, and providing insightful analysis to support strategic decision-making.
- **Cross-functional Collaboration:** Strong communication and interpersonal skills, collaborating effectively with cross-functional teams to gather financial data and ensure alignment between accounting and business operations.
- **Regulatory Compliance:** Ensuring compliance with all relevant financial regulations and standards, including tax codes, Sarbanes-Oxley (SOX), and other applicable guidelines.
- **Software Proficiency:** Proficient in utilizing accounting software such as QuickBooks, SAP, and advanced proficiency in Microsoft Excel for data analysis and financial modeling.
- **Audit Preparation:** Experience in successfully managing and facilitating both internal and external audits, ensuring accurate documentation and a smooth audit process.
- **Problem Solving:** Proven ability to identify financial discrepancies and implement corrective actions. Resolve complex accounting issues with a focus on maintaining financial integrity.
- **Continuous Learning:** Committed to staying updated on the latest accounting trends, regulations, and technology advancements to ensure the application of best practices in the field.

Thank You!