

Arvind Yadav

Business Process Lead

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SUMMARY

9 Years 5 months of total Experience in F&A (Accounts Payable and Financial Reporting). Handling Team for Invoice processing and T&E process. Having knowledge of prepare SOP's, check lists, and cross trainings plan for new joiners and existing team members. Ability to function as a team player and alternatively work independently to achieve objectives. Enough knowledge of basic Accounting and Finance terminology

KEY SKILLS

- Accounts Payable
- Financial Reporting
- AP to GL Reconciliation & Clearing
- Travel & Entertainment (T&E)
- Invoice Processing
- Vendor Setup/Management
- Internal & Statutory Audits

Technical Skills

- SAP (FICO)
- Oracle 11i & 11g
- Concur (SAP)
- Mainframe
- Omni-flow
- Citrix
- MS Office & Outlook

LANGUAGE

- English
- Hindi
- German (Basic)

PROFESSIONAL EXPERIENCE

Tata Consultancy Services (TCS):

Business Process Lead – From March 07th 2018 to Present.

- *Financial Reporting*- Preparing multiple types of reports like Schedule T, Premium Tax analysis and various Quarterly & Annual reports.
- Post general entries and Reclass entries as per requirement of tasks.
- Accrual accounting, provisional booking, adjustments, and corrections
- General Ledger to sub system reconciliation.
- *Accounts Payable* – Team Lead for Invoice processing and T&E team
- Take care of work allocation, maintaining the productivity & quality of the team to meet stipulated standards and SLAs. Looking team members appraisals and their queries and concerns.
- Involved in weekly calls with Clint & Onshore Team and understand client requirements, developing solutions and delivering them within defined timeframe.
- Prepare all the critical Monthly and Daily reports for the client like; SLA, IQMS, daily productivity & other reports which helps to higher management.
- Regular update of SOP's, check lists, knowledge repositories and cross trainings plan for new joiners and existing team members.

WNS Global Services Pvt Ltd, Pune:

Assistant Manager Ops. – March 19th to November 17th, 2017

- Global Payment Run – ACH Run, WIRE- Domestic & Cross Border, Cheque run and Manual wire payment and Reconciliation, Handle Check void/Re-issue, Payment reject/return and Stop payment, AP to GL account clearing.
- *Reconciliation Reports*- Payment reconciliation, GL- Suspense A/c and Return/Reject payment account clearing & Reconciliation, Intercompany payments reconciliation and various reporting activities including Month End.
- Posting PO and Non-PO Invoices of the Suppliers in SAP after validating all the essential fields which are required to process an invoice.
- Vendor setup in Oracle for Domestic, International, Employee, address update, banking details update or other modifications.
- Conducting quality control through transactional level audit such as above 5k & 10K audit, Urgent invoices audit.

Adarsh Co-Operative Bank, Udaipur (Raj.):

Junior Officer - January 8th, 2011 to September 19th, 2011

- MIS Coordinator - preparing daily MIS report.
- Handling Bank Operations and Loan/Credit work
- Interacting with prospect clients for promotional activities to generate leads.

EDUCATION

- **MBA(Finance)** (2008 – 2010)
- **PGDM (HR)** (2008-2010) [Autonomous]
- **Bachelor of Business Management (B.B.M)** (2004-2007)

Strengths

- Quick Decision making.
- Analytical skill
- Quick learner & adopt new things.