

Utsav Jaiswal

Finance Manager - Payable, Receivable & Reconciliation Head

Technically Skilled Finance Professional with rich experience of
13+ years in managing Accounts Payable, Receivable, Banking & Reporting in Finance Domain.



+91 9561389802



jaiswalutsav86@gmail.com

Highlights

- **Accounts Payable Invoice processing Transition** & Migrated the process to India for the client Arcelor Mittal (EU)
- **US & Canada Payment Transition** for the Client Avaya Telecom (US)
- Provided financial analysis and Managed Payable Process through a period of business shrinkage during CHAPTER 11 for the Client Avaya Telecom (US)
- Prepare & Issue 1099 to the Vendors for the Client Avaya Telecom (US)
- Managing **250+ Crore INR Capex Project** of New Legal Entity
- Managing **Reconciliation Issues** & Balance confirmations
- Managing Data Migration & **SAP Implementation Project**.
- Identified the areas to improve the process by using different tools, such as reducing the unwanted steps, double work.
- Preparation of **Credit Policies** for Multiple Business Channels.
- Awarded for Best Idea Implemented in ZS Associates Quest Competition.
- Multiple times awarded for Individual & Team Performance.

Key Focus Areas



Academia

- ✓ Financial Accounting & Analysis from **IIM Bangalore**
- ✓ 2009- M.B.A from Rani Durgawati Vishvidhalaya Jabalpur.
- ✓ 2010- M.Com from Rani Durgawati Vishvidhalaya Jabalpur.
- ✓ 2006 -B.Com from Rani Durgawati Vishvidhalaya Jabalpur.



Career Contour



Jun'10-Jun'13

Finance Officer



Jun'13-Jul'15

Finance Associate



Jul'15-May'19

Team Lead



May'19-Till Now

Finance Manager

Professional Experience

May'19 to till Date: Infiloom India Pvt. Ltd – Finance Manager

- **Managing International, Domestic Vendors & Customer Accounts.**
- **Reconciliations** of International Retail, Large format stores, Private level, distributionChannel & LC Vendors for Ledger statement signoff & Balance confirmation.
- Presentation of weekly, monthly, quarterly, annual **MIS , Cash Flow** and other reports like Creditors Ageing, Due Payments, Sales & Brand wise Sale, Debtors Ageing, Daily Collection, Credit exposure, Weekly Variance dashboard, Cash Flow report and LC Tracker reports to ensure adherence to processes and controls.
- Ensuring **resolutions on stakeholders/ Vendor and Customer queries** and timely clearing of **Debits& Credit Notes** issues.
- Ensuring timely completion of **Invoice processing and Vendor payments** for estimating LC requirements and cash flow report.
- Coordination with bank for completing **Letter of Credit** & Bank Guarantee documentation processing.
- Support Accounts team on a daily basis and train new team members.
- Manage **Cash Application, Daily Collection** / Upcoming payments review/ follow-ups and ensure timely collection ofpayments as per due dates.
- Monitoring **credit exposure** and credit limits of Customers for OBD (Outbound delivery) and approvals of sales schemes performance and timely closure of Credit/ Debit notes.
- Responsible for completion of Statutory and Internal company **audits**.
- Monitoring **Process improvement projects**, Documentations and smooth running process.
- Handling **SAP Support** function, Change Request, System Up gradation and New Implementation.

Jul'15 to May'19: Wipro BPS Ltd. – Team Lead

- **Done US & Canada Payment Transition and successfully migrated the process to India.**
- SPOC for Vendor / Intercompany / TREX / Payroll payments Processes & Management.
- Managing Vendor data / Employee master records and reviewing and approving vendor / Employee contract agreements and settlements.
- Assisting treasury head and Country Controllers for weekly cash flow planning, daily cash reconciliation and performed wire transfers.
- Provided financial analysis, reports, dashboards for senior management and managed AP/ Inter entity/ TREX, Payroll Payment department through a period of business shrinkage which ended in bankruptcy
- Generate the file for 1099s by pulling the US vendor data for filing documentations.

Jun'13 to Jul'15 : ZS Associates – Finance Associate

- **Core member in Designing AP Process Flow and Implemented SAP FI Module for Invoice Processing and Vendor/ Employee expense payments.**
- Management of Accounts Payable / TREX (Travel and Expense Reimbursement) Processes.
- Preparation of Payment File & Payments to vendors.
- Preparation of Provision file and Month End Activities.
- Responsible for handling of Vendor/ Clients/ Employee/ Intercompany and Stakeholders queries.

Jun'10 to Jul'13: Wipro BPO Ltd, - Finance Officer

- **Done Knowledge Transition from Poland for Accounts Payable & brought process to India.**
- Prepare MIS report (Daily Dashboards, KPI reports and Daily Dump)
- Coordination with onshore team (Poland) to solve process related & intercompany queries.
- Training of new team members.
- Month end closing activities.

Personal Details-

- Date of Birth: 28th April 1986
- Languages Known: English & Hindi
- Marital Status: Married
- Permanent Address: D 910/911 Ivy Botanica, Ivy Estate Wagholi, Pune Maharashtra