

Amit Kumar

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F803 Amrapali zodiac, Sec-120 Noida U.P

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step/ Client Management, Transition and Delivery with a leading organization

Career Abstract

- Business Analytics
- Team Management
- Exposure of Onshore Transition
- Executive Dashboards
- Management Reporting
- Global Accounting Exposure
- MIS/KPI Reporting
- Monthly Business Reviews
- Business Operations

An Accounts professional with 7.10 years of experience in F&A operations (P2P), Process Re-engineering, People Management and RPA.

- Expertise in handling off-shore / On-Shore / Outsourcing strategic initiatives.
- Managing Accounting Operations (AP, Intercompany Recon & T&E) for global clients.
- Successfully implemented various end to end process migrations in F&A domains.
- Support in RPA projects in F&A Domain.
- Expert decisions regarding the business process to enable end-to-end success through utilization of business process, common tools and business practices.
- Proficient at identifying the opportunity to redesign the existing process for maximum output with minimum resources.
- Finance & Accounting, Accounts Payable and Team management.
- Worked with various GEOS stakeholders – US, UK, Europe, Indian.
- Proficient in handling customer queries, organizing process strategies and building relationships with various groups.
- Give consistent customer service delivery, build customer confidence.

ORGANISATION SCAN

Currently working as Lead Analyst for Accounts Payable in TECHNIPFMC India Pvt Ltd from AUG'20 (3.8Years)

- Monitoring and organizing daily team call and discuss the observations or challenges in process.
- Doing 5 W analysis of any observations received for Team and provide feedbacks.
- Managing Daily Allocation and Backup planning in contingency situations to ensure proper backup in place for every activity.
- Final Review of payment run for US, EUROPE and APAC regions and uploading payment files on Barclays bank portal.
- Handling Inter-Company Reconciliation process every quarter and prepare Quarterly reconciliation for the same on ERP Oracle.

- Handling AP Month end closing (in contingency situation) and approve the AP to GL reconciliation. Also approving the AP Accruals for month end purpose.
- Setup a quarterly call with Project controllers & GL Accountant on progress of Intercompany Reconciliation
- Weekly interaction with clients and preparing AP Dashboard for MOR using Power BI and other MS-Office tools effectively.
- Handling Labor Load process for agencies billing individually.
- Actively involved in Process training to new resources or existing (if required) and Error resolution activity within the team.
- Auditing & Finally Approving Employee expense reports as a part of T&E process in Oracle.
- Adherence to the SLA's – productivity, TAT and Accuracy
- Ensure SOP's and BPD's should be updated and approved by client
- Reviewing & Approving DAT (Duplicate Audit Tool) file before payment runs.

From May'16 – July'20 (4 year 2 Month) worked as a Process developer for P2P process in Genpact India Pvt Ltd.

- Handling AP mailbox
- handling and leading the Europe Accounts Payable Process
- 2, 3 ways matching of invoice
- Processing of Invoices (PO, Non-PO, Preapproved)
- Handling Payment Requests, pre -payment, weekly payment, and payment forecast.
- Handling sorting and scanning of all invoices.
- PO Creation.
- Close open bank line (Direct debit).
- Pre close activity.
- Month end close activity (GL Reconciliation, VAT Reconciliation)
- Handling Manual Payments. Resolving queries.
- Assisting seniors in monthly closing.
- Finding differences in GL and VAT Reconciliation and forwarding the same to retention dept.
- Cross Trained for Multiple Activities
- Preparing all the process flows and SOPs.
- Supplier Payments as per payment terms.
- Vendor Payment Reconciliation.
- Preparation of vendor aging report.
- Investigate and resolve customer queries.
- Approva check (checking duplicates of invoice).
- Quality check of invoices

Career Highlight & Key Achievements

- Received Quarter of the year award in TECHNIPFMC.
- Received Lean project certificate in TECHNIPFMC.
- Received Team of the year award in TECHNIPFMC.
- Received one "Master Blaster" ON SPOT AWARD – for exemplary performance.
- Highly praised by the Management for consistently meeting deadlines.
- Highly praised from the management for consistent performance.
- Processed maximum number of records in a day with 100% accuracy, got appreciations from the top Management.
- Received many "Bronze" awards from the Management for the best performance in GENPACT.

- Awarded by Bravo Awards in Genpact from Customers for giving valuable contribution in process and for providing end to end knowledge of Accounts Payable to other team members

ACADEMIC CREDENTIALS

2014 Masters in Business Administration from UPTU University Lucknow (Galgotia College of Engineering & Technology Greater Noida).

2012 Bachelor in Commerce from K R Degree College, Dr. Bhimrao Ambedkar university (Regular) Agra.

DIPLOMA AND CERTIFICATION

2011 Diploma in Computer Applications from Awwa computer Center, Mathura Cant, Mathura.

PERSONAL DETAILS

Date of Birth	30 th June '1992
Marital Status	Married
Language Known	English/Hindi

(Amit Kumar)