

PRAKHAR SHARMA

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Profile Summary

Results-driven Finance & Accounts professional with over 7 years of extensive experience in Accounts Payable, Accounting, and Financial Reporting. Demonstrated expertise in month-end closing activities, process improvement, and financial analysis. Adept at leveraging advanced tools and applications to optimize financial operations and ensure compliance. Proven track record in managing cross-functional teams and fostering strong client relationships to achieve organizational goals. Seeking to contribute my skills and knowledge to a dynamic organization in a challenging finance role.

Professional Experience

WNS Global Service, Gurugram

Lead Associate (Accounts Payable)

Jul 2019 – Present

- Managed month-end closure activities, reconciliations, and dashboard data, reducing closing time by 15%.
- Handled overpayments and short-payments, ensuring resolution and 98% accuracy.
- Conducted quality checks for PO & NON-PO invoices, ensuring timely processing across regions.
- Coordinated daily work allocation and monthly review calls with onshore leads.
- Ensured accuracy and timeliness in daily activities, including TAX corrections.
- Managed NON PO suppliers and ODM uploads.
- Conducted UAT for POs and uploads, and performed analysis on un-invoiced POs.
- Worked closely with onshore teams to ensure smooth process operations.
- Addressed prepayment open items, ensuring timely closure.

BFIL (Subsidiary of IndusInd Bank), Meerut

Executive Associate (Finance and Accounts)

Feb 2017 – Jul 2019

- Validated procurement and invoices, ensuring compliance with standards.
- Prepared month-end reports and posted journal vouchers to rectify errors, improving accuracy by 10%.
- Reviewed and verified trial balances, balance sheets, and ledgers.
- Managed fixed assets and handled banking responsibilities, including BRS.
- Monitored accounts to ensure timely payments and conducted interoffice reconciliations.

Education

MBA in Finance

Galgotias Institute of Management and Technology

2014 – 2016

B.Com in Commerce

Bareilly College, Bareilly

2011 – 2014

Skills

- Financial Analysis & Reporting
 - Accounts Payable Management
 - Month-end Closing Activities
 - Process Improvement & Optimization
 - Invoice Processing & Validation
 - Exception Handling
 - Supplier Maintenance
 - Query Management (Helpdesk)
 - Reconciliation & Audit
 - Advanced Excel & Data Analytics
 - Dashboard Creation & Management
 - ERP Systems (Oracle, SAP)
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Technical Proficiency

- **Tools:** Oracle, SAP, WinSCP, Orbit, Web Case, Marc Tool, Tungsten
 - **Microsoft Office:** MS Excel, MS Access, PowerPoint
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Accomplishments

- **S2P Superstar Award for Q1'2K24:** Recognized for exceptional performance and contribution to the team.
- **@Excel Award for Excellence:** Awarded for outstanding achievement in process improvement and accuracy.
- Appreciation emails from clients and director for delivering high-quality work and ensuring client satisfaction.

Personal Details

- **Date of Birth:** September 12, 1994
 - **Nationality:** Indian
 - **Interests:** Professional Development (attending finance workshops/webinars), Volunteering in finance-related activities, Technology (financial technologies and fintech), Sports and Fitness
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