

**Amit Kumar**

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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

<b>Career Highlight &amp; Key Achievements</b>
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- 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<sup>th</sup>June'1992

Marital Status                    Married

Language Known                English/Hindi

**(Amit Kumar)**