

# Ashwani Sharma

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An enterprising, semi qualified (CA Inter) Chartered Accountant offering 8.5 Years of Corporate experience into end to end PTP activities in various capacities. Along with that have 5 years of Team Handling exposure. Carry strong aptitude to work under pressure and meet deadline with excellent time management.

## Skills

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Performance Reviews  
Transition (Knowledge Transfer)  
Team Handling  
Client Handling  
Invoice Processing  
Vendors Payment Processing

Process Implementation  
Vendor Management  
End to End Accounts Payable  
Provision & Accruals  
Creditors Ageing  
Vendor Reconciliation

## Work History

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**2023-08 – Current      Associate Manager - HCL Technology Noida, India**

- Launched quality assurance practices for each phase of development of Knowledge Transfer (Transition) and Monitor Production
- Team Handling
- Client communication
- End to end Invoice Processing (Indexing, IP, Troubleshooting)
- Daily production activity report
- Preparing and reviewing SOP's
- People management and monthly one on one discussion with team.
- Invoice Processing and Trouble shooting.
- Performing clients SLA

**2021-07 - 2022-06      Associate Manager - Genpact India Pvt Ltd.**

- Launched quality assurance practices for each phase of development of Knowledge Transfer (Transition) and Guided Production.
- Processing vendors invoices and employees travel expense
- Payment Intercompany reconciliation
- Month end closing activity, Vendor reconciliation, creditors ageing, Day to day MIS report, Raise tickets
- Executed vendor's payment setup, administration of bank accounts and account reconciliations.
- Communication with client to resolve queries and smooth flow of business.

**2020-08 - 2021-06      Assistant Team Lead - *Entrust Global Group, Noida, India***

- Developed process improvements and offered actionable solutions to correct recurring issues.
- Coordinated weekly meetings for internal groups.
- Invoice processing,
- Vendor's reconciliation, Reclass entry, Bank reconciliations, Ledger reconciliations.
- Month end closing Activity- Accruals and Provisions entry, Amortizing of expenses.
- Contact making with 3rd party adhering SOX audit compliances.
- Worked with proprietary software to reduce workload and increase productivity.
- Performing activity as per SLA

**2017-11 - 2020-08      Senior Team Lead - *Ebixcash Pvt Ltd, Noida***

- Conducted training and mentored team members to promote productivity, accuracy, and commitment to friendly service.
- Monitored team performance and provided constructive feedback to increase productivity and maintain quality standards.
- Supervised team members to confirm compliance with set procedures and quality requirements.
- Heading Team of Accounts Payable for Ebix Money, Ebix Smartclass and Weizmann Forex Project simultaneously and assigning role and responsibilities, and succession planning
- Handling monthly fund planning and daily online fund disbursement/payment through NEFT, RTGS and overseas payments through bank.
- Bank reconciliation, Reclass entry, weekly intercompany reconciliation, Ledger reconciliation.
- Month end closing Activity- Accruals and Provisions entry, Amortizing of expenses.

**2015-12 - 2017-07      Assistant Manager - *Satin Creditcare Network Ltd, Ambala***

- Managed Balance Sheet, Income Statements – interest earned & loan paid, deduction of all operating expenses incurred and calculated net profit or loss to the organization.
- Coordinated with internal departments and front office for clearance of payments, approvals & funds procurement from HO for loan disbursements, coordinated with all the 26 branches in Haryana & Himachal.
- Heading Team of Accounts Payable end to end (Invoice Processing Ledger creation, vendor's payment, bank reconciliation) and assigning role and responsibilities, and succession planning of new leaders to replace old leaders.
- Prepared & conducted audits, reviewed GST computation, payment of GST and resolved client queries.
- Passing month end closing Entries-Accruals, Provisions, Bank reconciliation, Creditors ageing,
- Ledger reconciliation.

**2013-12 - 2015-12      Account Associate - *Baba Udyog, Delhi***

- Managed day-to-day entries in Books of Accounts such as Journals, Booking expenses, Collection & Payment.
- Managing month Trial balance, provision and accruals activity.
- Proved track record of managing, selling and developing relationships with strategic merchants. Involved in tax planning, filing of income tax returns, Computation & deduction of TDS, preparation of Tax Audit Reports, computation of VAT, compilation and filing of DVAT Returns assisted in Assessments under scrutiny.

**2007-07 - 2010-10      Internship Student - *Krishan Somani & Associates, Delhi***

- Managed Statutory Audit & Internal Audit of various organizations, accounts verification.
- Concurrent audit of Private sector undertaking and stock audit of Sony & BMG.
- Preparation of Income Tax, VAT and TDS returns and filing of the same.
- Preparation of Tax Audit Reports; computation of VAT, compilation and filing of DVAT Returns; assisted in assessments under scrutiny
- Managed Balance Sheet, Income Statements & adjustments.
- Trained and exposed to handle Merger & Acquisitions cases in the field of Accounts Payable.
- Provided reliable and effective solutions to satisfy client's queries

## **Education**

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**2006-07 - 2012-02      CA Inter (Professional Competence Course): Accounting And Finance**

- Professional ITT training completed
- Institute of Chartered Accountant of India

**2007-07 - 2011-06      B.Com: Accounting And Business Management**

- University of Delhi - Delhi

