

Chetan Srivastava

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Gurugram, Haryana, India

Professional Summary

Finance professional with over 16 years of Finance and Accounting experiences. Being Analytical, results driven with proven track record of improving process, utilizing automations and detailed key driver that delivers accuracy and visibility. Inclusive problem solver, collaborative, hands on work style with a passion and energy for business growth, strategic thinking with integrity and agility to adapt in fast paced working environment, available to start work immediately.

Skills

- Financial Planning and Analysis
- Record to Report- AP, AR, GL
- Financial Reporting and analysis
- Tax and Treasury
- US GAAP/IFRS
- Internal Controls
- Strategic Planning
- Solution Designing, Transitions
- Automations, Data Analytics
- Stakeholder/Team/Project Management

Technical Skills

Oracle	Hyperion Financial Management, Essbase SmartView, Peoplesoft, FDM, FIT, JDE
ERP	(SAP- R3, MM, S4 HANA, BPC), YARDI, SEI, Concur
MS Office	Excel, PowerPoint, Word, Visio
Reporting	TM1 Cognos, NetSuite
Analytics	Power BI, Alteryx, Tableau
Accounting Software	QuickBooks, Anaplan, TMS
Incident Management tool	VM Ware, Service Now, JIRA
Cloud Based	Anaplan, W Desk, Workday
CRM	Salesforce, One Source
FCPM Tools	Blackline, Trin tech
Financial Software	Bloomberg

EXPERIENCE

Nov 2023 – April 2024

Manager Tax and Treasury- GBS, Hollister, Gurugram, India

- Led Global Tax and Treasury Finance team as Finance Head for Global Business Shared Service
- US Federal Income Tax Return- Successfully preparation and filling of Schedules for Forms 5471, 1120, 1065 etc., ensuring guidelines with all IRS regulations.
- Implemented a streamlined tax filling process Sales & Use Tax Return worksheets and Website filling for US states, reducing preparation time by 20% and minimizing errors.
- Developed and executed a tax compliance calendar, which improved the on time filling rate by 25%
- Conducted thorough reviews and audit of tax documentation, identifying and correcting discrepancies, which resulted 15% reduction in potential penalties
- **Cash Management**- Develop Cash flow forecasts improving liquidity enhancing cash utilization by 30%
- **Banking relationship**- Negotiated reduced charges and interest expenses
- Defined and implemented department's metrics and project tracker
- **Process improvement**- Implemented system integration with TMS and Bank System to sync with SAP for timely Tax and Vendor payments to avoid late fees and penalties
- Define roadmap for Strategic planning to increase revenue and control SG&A cost
- Training and Development- Conducted training programs, leading CSR/Corporate Volunteering, R&R, New Hire Buddy, Team outing & Lunch program, Townhalls, Tea & Learning etc.

April 2023 – Nov 2023

Team Manager, Cognizant, Hyderabad, India

- Leading a team for liquidity reporting for Investment Banking Client, was Managing \$40M portfolio
- Responsible for Month end closing activities of Asset under Management- Handling Management/Performance Fees, Alternative Investments- Private Investment & Third party, Fund of Fund etc.
- Preparing Revenue Reports, Ad hoc reports, NAV Report, Financial Statements Analysis

December 2015 - March 2023

ASSISTANT MANAGER, Genpact, Noida/Gurgaon, India

Joined as Consultant and Promoted to Assistant Manager

- **FP&A** -Led Financial Planning and Analysis, streamlined FP&A process by system integration and with the help of excel formulas reducing month-end closing time by 20%
- Implemented Blackline for reconciliations/posting Journals in integration with SAP S4 HANA reducing manual efforts by 25%
- Providing Financial insights after SKU mapping of three new product, resulting in a 20% increase in revenue
- Verified accuracy of incoming invoices in Accounts payable process, discovered errors that saved an average of \$10K annually in overpayments, duplicate invoices.
- Successful transitions of FP&A/R2R/Financial Reporting process, Operations set up, Streamlining process
- Created real time dashboards using BI tools, enabling senior management to make inform decision making
- P&L management across BU with Variance analysis- Price/Volum/Mix analysis across SKU's and comparing Actual vs Budget Vs Forecast, Providing actionable insights to stakeholders
- **Financial Reporting**- Delivering Internal MIS Reports and External Regulatory Reporting

- **Budgeting**- Driving top-down Budgets (AOP), Budget allocations, Reviews, Rolling Budgets, Finalization
- **Forecasting**- Moving average Salesforce Forecast Quarterly, Cash Flow forecasts analysis monthly
- **Record to Report**- Led on month/quarter/year end close process in AP, AR, GL, Intercompany accounting, Payroll, Fixed Assets, Balance sheet reconciliations
- Treasury Management- Journal entries, Wire Payments, STAT vs US GAAP vs IGAAP reconciliation, providing footnotes in W-desk
- Cash Management- Cash flow forecast analysis, Payments, Vendor Management- Vendor Creation, updating, deletion
- **Internal Controls**- Robust Financial statements according to regulatory compliance, audit adherence to improve efficiency, Preparing/updating/sign off SOP's
- **Process Automation**- Support in RPA to facilitate FP&A Month closing activities by system integration, using macros and excel formulas
- FP&A/R2R/Financial Reporting- Solution Design, Transitions, Operations & IT set ups, FTE hiring, providing KT, adhering SLA, Mentoring
- Internal and external **stakeholder and team management for better collaboration and executions**
- **Data Analytics**-Using Power BI as core tool for visualization and reporting, Maintaining KPI, Process Dashboard, Governance deck
- Cross training, SOP update, maintaining project tracker, KPI/CPI, RCA
- CSR, Environmental Volunteering, Employee engagement- Surveys, rewards and recognitions, sports events etc.

March 2014 - December 2015

FINANCIAL PLANNING ANALYST, *Honeywell*, Bangalore, India

- **Corporate FP&A**- Led end to end Corporate FP&A Close process
- Implemented Process improvement in month end close process i.e., Intercompany elimination process, improve Forecasting and Budgeting methods, Accrual/Adjustment entries and worked closely with business operations Departments for better planning
- Accrual entries on Cost Centre under Chart of Accounts, Re-class entries
- Actual Consolidation of employee related cost- Payroll/Bonus/Severance/ Vendor costs/T&E etc.
- Intercompany Elimination of cost recharged, Adjustment's entries
- Variance analysis- Trend analysis, Actuals vs Plan vs forecast, providing actionable commentaries
- Prepared Budget templates (AOP) according to budgetary guidelines, loading Final Budgets
- Forecasting- 3+9, 4+8, 6+6 forecast, loading forecast numbers
- MIS Report- Business Unit cost and Revenue reports i.e., EBITDA Report, Headcount reporting, FX Report etc.
- Conducted skills training programs, Volunteering Tree plantation drive, new hire Buddy, Team Potlucks etc.

June 2013 - March 2014

FINANCIAL ANALYST, *Digicaptions*, Pune, India

- 1st Financial Analyst, Part of F&A team (CFO Office), Closely working with MD
- Process improvement for AP/AR process with proper tracking system and analysis using excel formulas
- Responsible for Capex & Opex reports, Budget, STPI reporting, PO Reports, Payments, Fixed Assets Register, IND AS Taxation
- Statutory & Software expenditure reporting, Prepaid schedule, Petty cash, GL, Trail Balance Reconciliations, Vendor management

August 2011 - May 2013

FINANCIAL ANALYST, *Avaya Inc*, Pune, India

- **Corporate FP&A process**- Handling E2E Corporate FP&A process for APAC, EMEA, CALA,
- Managing P&L and doing analysis between actual vs forecast vs budget, MTD, QTD, YTD comparison and providing business insights with commentaries/disclosures
- Providing commentaries after deep drive analysis across BU's for actionable items in report
- MIS Reports- Preparing and enhanced Revenue/FX/Cost Reports, SG&A Reports, SOX compliance reports, Consolidation, Ad-hoc reports
- Budgeting – Streamline the budgeting process reducing cycle time by 25% and improving collaboration across departments
- Forecasting- Preparing Cash flow forecast from AP/AR perspective monthly basis and did analysis
- Accounts Payable- Posting invoices, PO closure, Book close

May 2008 - August 2011

OPERATION EXECUTIVE, *BNY Mellon*, Pune, India

- Part of Back- office Operations Process- Asset and Wealth Management Shared Services

Implemented Kaizen wave idea into Investment accounting and reporting Process that saved 3152 hours/year and lead to 28% increase in output

- Financial Reporting - Preparing Collected and Accrued Income Analysis reports and analysis
- Processing Investment Accounting and Reporting, Portfolio Management, Processing Mortgage-Backed Securities
- Fixed Income, Cash Management, Intraday Bank Reconciliations, Sweep Accounts, Revenue accounting Billing process
- Actively part of CSR, Team engagement, Sports events, Health and Wellness session

EDUCATION

- 2008 - MBA Finance, MIT, Pune University
- 2006 - B.COM (Hons), Commerce College, Patna University

ADDITIONAL INFORMATION

- USA B1/B2 VISA (valid until 2028)