

# SAURABH GUPTA

## SENIOR PROCESS ASSOCIATE

### CONTACT



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### EDUCATION

MBA in Finance  
2021-2023

PGDFM  
2011-2012

B. Com (C/A)  
2008-2011

### PROFESSIONAL SKILLS

Communication Skills  
Problem solving and  
Analytical Skills  
Time Management  
Attention to detail  
Core Accounting  
Financial Reporting  
Procure to Pay  
Ledger and Bank  
Reconciliation

### TECHNICAL SKILLS

SAP  
GBS Oracle  
Tally 9.0 ERP  
MS Office  
Snow Dashboard

### PROFESSIONAL PROFILE

Responsible Accountant with detailed-oriented, strong analytical skills having more than 9 years of experience in core accounting.

### PROFESSIONAL EXPERIENCE

#### Sr Process Associate

##### Tata Consultancy Services Ltd | 2022 – Present

- Processing PO and Non-PO Invoices efficiently and processing for payment within time.
- Monitoring aging documents and taking correct actions to meet the TAT.
- Managing SLA and controlling the email boxes and SLA dashboard.
- Communicate with client for data gathering and query resolution regarding Invoices to avoid delays in payments.
- Performed month-end and year-end closing activities including journal entries, accruals, and reconciliations.
- Prepared financial statements and management reports.
- Managed billing, invoicing, and ensured timely delivery of documents to clients.
- Prepared and maintained daily, weekly, and monthly MIS reports to support management in strategic decision-making

#### Accountant

##### KC Overseas Education Pvt Ltd. | 2021 – 2022

- Daily prepare Purchase Order and report into Tally 9.0 ERP for departmental approval.
- Process of Vendors Invoice Payments and apply them against Invoices.
- Cross Checking of Data between physical documents and system.
- Performed all accounting features including Bank reconciliation.

#### Accounts Assistant

##### A S Kulkarni & Associates | 2015 – 2021

- Team Handling and assigning work and getting the work done and verifying the team's work and assisting team members.
- Performing all accounting features including Bank Reconciliation, General Ledger accounting, Ledger Reconciliation in Tally 9.0 ERP.
- Performed TDS Returns & GST working in MS-Excel.
- Performed GST Returns filing in the form of GSTR 3B, GSTR 1, GSTR 2A Reconciliation.