

ROBIN SINGH YADAV

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Current address: Manjhari Khurd, Pune 412307

Objective

To be associated with an organization that would give me scope to apply my knowledge and skills and be a part of the team that dynamically works towards the growth of organization and give opportunity of growth.

Profile Summary

Company: The Digital Group
Designation: Sr. Account Executive
Tenure: August 2023 – June 2024 (10 months)

Key Responsibilities

Accounting – Accounts Payable, Reconciliation & Reporting

- Bill booking and Invoice creation.
- Reconcile Bank statement and petty cash.
- Prepare AP ageing report.
- Payment to vendors.
- Reconcile accounts payable transactions and resolve any discrepancies with vendors.
- Reconciliation – Vendor reconciliation, Customer reconciliation and Bank reconciliation.
- Work closely with auditors during the year-end audit FY23.
- Reporting – prepare the monthly management reports.

Profile Summary

Company: Johnson Controls
Designation: Finance Analyst
Tenure: March 2022 – August 2023 (1.5 years)

Key Responsibilities

Accounting – Reconciliation & Reporting

- Reconciliation – Vendor reconciliation, Customer reconciliation.
- Customer Creation/extension/update.
- Vendor Creation/extension/update.
- PO Creation.
- Invoice Processing – Coding the Invoice and sent to payment.
- Payment to vendors – Manual Payment by eGPR.
- Month-end closing activities.
- Journal entries, Create Interchain contracts & clearing of GL accounts in SAP.
- Reporting – Analyzing the data and prepare the reports in PowerBI tool.

Profile Summary

Company: Katalyst Software Services Ltd.
Designation: Financial Analyst
Tenure: May 2017 – February 2022 (4.10 years)

Key Responsibilities

US Accounting - Accounts Payable, Accounts Receivable, Analytics and Reconciliation

- Review timesheets received from consultants.
- Customer Invoicing using Quick-Books.
- Prepare AR aging report.
- Follow-up through emails and calls.
- Cash clearing
- Prepare and analyses trade show, travel, SGA reports.
- Prepare and analyses variance analysis reports budget vs actuals for department heads.
- Prepare tools utilization reports, bench report, etc.
- Participate in the preparation of company's back-office budget.
- Prepare commission pay-outs for salespersons of US & India.
- Prepare commission pay-outs for recruiters of US & India.
- Prepare various dashboards for AP, AR and other teams in Power BI.
- Co-ordinate with AP and AR team for reconciliation of accounting data and revenue to prepare reports.
- Perform KPI reporting.
- Prepare process documentation.
- Participate in any special projects and perform ad-hoc tasks and analysis.
- Preparing business presentations and templates for different teams.

Profile Summary

Company: PRGX India Pvt. Ltd.
Designation: Auditor (Accounts Payable)
Tenure: February 2014 – April 2017 (3.2 years)

Key Responsibilities

Accounts Payable using SAP and Reconciliation

- Processing of vendor invoices in SAP.
- Getting approval from the BU head of the project.
- Preparing AP aging report.
- Applying payment to the vendors in SAP.
- Co-ordinate with vendors for receipt, verification and payment of invoices.
- Vendor reconciliation.
- Bank reconciliation.
- Perform payment audit and reconciliation.
- Processing and payment of expense claims.
- Reporting activities related to accounts payable.
- Giving MS-Excel training to the new joiners.
- Helping the team in excel related tasks.
- Preparing process documentation/Workflow preparation.

Academic Details

- 2014 PGDM (Finance) From Mitcon Institute of Management with 69%
- 2012 BBA (Finance) From Jiwaji University with 73%
- 2009 HSC from Rani Laxmibai Public School (ISCE) with 77%
- 2007 SSC from Rani Laxmibai Public School (ICSE) with 64%

IT Skills

- **Microsoft Certified Excel Expert.**
- MS Outlook, MS Office (Excel, Power point, Word).
- **SAP**
- **QuickBooks.**
- Power BI.
- Power Query.
- Power Pivot.

Achievements and Recognition

- Got awarded by PRGX India Pvt. Ltd. As a “Rising Star” player for showing tremendous promise by setting high performance standards of the organization.
- Automated projects with the help of MIS team.
- Got appreciation for finishing work with 100% accuracy and delivered projects within given timeframe.

Personal Details

Date of birth	21-March-1991
Marital Status	Married
Language Proficiency	English and Hindi
Address	Lane No. 3, Flat No. 504, Sai Nagri Building, Near Shivkrishna Lawns, Manjhari Khurd, Pune - 412307

I hereby declare that all the information provided in my resume is true to the best of my knowledge.