

BHUWAN CHANDRA JOSHI



SPECIALIST FINANCE

Dedicated and detail-oriented, committed to the teamwork that leads to a personal & team's success. Focused on continual professional and personal growth, including the improvement of business and economic knowledge.

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SKILLS

- Tally ERP
- Bank Reconciliation
- Auditing
- Navision
- Quick Book
- AWS
- Wells Fargo
- Oracle ERP
- Lease Pak

PROFESSIONAL EXPERIENCE

Specialist L3 (Finance)

Oppo Mobiles India Pvt. Ltd. (Off roll): March 2024 – Present

- Performing financial period close activities and management reporting
- Performing Treasury activity
- Take follow up for open items stand for Clients.
- Coordinate with team regarding their payment status of parties.
- Performing Financial Statements.
- Prepared GST Input sheet on monthly basis.

Process Developer

Genpact: July 2022 – February 2024

- To run the AMF & DAF file to match the balance on daily basis activities.
- Performing daily reporting activity
- Performing Intercompany Reconciliation
- Performing Debtor & Creditor Reconciliation.
- Performing daily and monthly Bank Reconciliation.
- Performing Client Payment Portal & return activity.
- Performing Invoicing audit.
- Take the follow up open items stand in accounting.
- Performing Month end closing activities
- Updating the client's personal information as per their request. For example, client requested for Name change, address change and merging family members.
- Prepared Volumetracker and sent to clients on daily basis.
- Prepared team daily MOM and shared with clients.
- Provide on timely reports to client as per agreed timelines.
- Performing Balance Sheet Reconciliation

Junior Account Associate

Arun Enterprises: June 2020 – June 2022

- Review and reconciliation of bills & receipts through Vendors and maintaining the data.
- Identifying the outstanding statements on monthly basis on party payment.
- Consumable goods matching with GRN (Goods Receipt Note).
- Prepared Sales Invoice and checked all details.
- Performing Checks Prints activity.

- Performing Branch Reconciliation
- Preparing Statutory Report
- Performing GST activity

EDUCATION

MBA in Finance (Master of Business Administration)

Symbiosis Centre of Distance Learning, Pune University, Aug 2021- July 2023

BCOM (Bachelor of Commerce)

Mewar Institute of Management, Vasundhara, Apr 2017 - March 2020

LANGUAGES

English, Hindi

DECLARATION

I do hereby declare that all the above statements made by me are true. Complete and correct to the best of my knowledge and belief.

Date:

Place:

(Bhuwan Chandra Joshi)