

# ABHISHEK JAIN

## CONTACT

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### LINKEDIN:

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## ERP & SOFTWARE

- ❖ Oracle
- ❖ MS Office
- ❖ Tally ERP.9

## EDUCATION

## PROFILE

Have total work experience of more than 1.4 years in Finance and Accounts (expertise in Finance, Auditing, Billing and preparing reports) with niche to work in challenging roles, fit into any profile, resolving process bottlenecks securing client satisfaction. Skilled in optimum utilization of official channels to ensure coordination to achieve efficiency while working remotely.

Handling Project setups including Transfers, Daily reports, Weekly reports, Budgeting, Estimates, Task Additions, Auditing, performing month end activities, working on out of balance situations.

## WORK EXPERIENCE

### ACCOUNTS RECEIVABLE COORDINATOR 1- SYNEOS HEALTH GURUGRAM, HARYANA

MAR 2022 – JULY 2023

Working as Account Receivable Coordinator for Syneos Health. Involved in Project setup.

- Make sure all month-end and non-month end activities are timely completed.
- Prepared Training Manuals for A/R consulted on SOP, Trained new employees on project setups and day to day responsibilities.
- Transfer files and preparing expenditure reports, pivot tables.
- Supporting teams to clear open items during month end.
- Take responsibility for the quality of work submitted and ensure that the highest standards are maintained.
- Handled the non-intercompany and intercompany projects.
- Handled the Auditing of the project setups.
- Taking A/R follow ups for necessary documents to process the billing for the projects.
- Prepared and processed invoices verifying accuracy of all data and maintaining detailed records.
- Reviewed clients past due balances and sent to collections the ones that needed to go.
- Handled global mailbox and allocation of requests.

## MBA (FINANCE & CONTROL),

DR. Ram Manohar Lohia Avadh  
University  
70%

✓ 2019-2021

## BACHELOR OF COMMERCE,

Graphic Era University  
6.43 CGPA

✓ 2016-2019

## FOUNDATION PROGRAMME,

The Institute of Company Secretaries of India.  
208 MARKS (2017)

✓ 2015-2016

**+2(COMMERCE),**  
J.B Academy, FAIZABAD  
71%

## SKILLS

- Auditing
- Accounting
- Data management
- Financial Reporting
- Data Gathering and Analysis
- Data visualization
- Business-driven attitude
- Problem Solving Skills
- Creativity
- Organization Skills
- Communication Skills

## PERSONAL DETAILS

DOB: 11<sup>th</sup> June 1998

Language Known: English and Hindi

- Open items are cleared and flag any disconnect with company policy.
- Maintained trackers for each pending and completed activities in the process.
- Provide guidance and operationally necessary information, trained new joiner to help smooth integration into local & global operations.
- Compile and Prepare daily, weekly and monthly reports.
- Follow up to Project managers related to customer and other details.

## TRAINEE

### A.R. & CO.(CA. MANAS AGARWAL)

08/2020 - 12/2020, Faizabad

A.R. & CO. strives to provide quality services in the areas of Audit, Investigation,

Due Diligence, Accounting outsourcing, Taxation (Direct and Indirect).

- Responded to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
- Handled timely computation and finalization of GST Liability.
- Taking adequate measures for timely filling of TDS/TCS, VAT and GST returns.
- Prepared monthly profit and loss, and balance sheet.
- **Contact:** Manas Agarawal(C.A) - 9795752122