

JITENDRA SINGH BISHT

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✧ FINANCIAL OPERATIONS / ACCOUNTING ✧ FINANCIAL ANALYSIS ✧ MIS REPORTING ✧

Contributed towards improved financial performance, enhanced internal controls and adherence to Statutory Compliances, SOPs & Accounting Policies while **key skills include (Record to Report (R2R) Fixed Asset, Intercompany, Month End-Closing)**

PROFILE SUMMARY

A competent professional with over 8 years of rich experience in the areas of;

**Financial Accounting
Budgeting/ Variance Analysis
Process Improvement**

**Financial Planning, Reporting & Analysis
MIS Reports/Accounts Reconciliation
Auditing / Internal Controls**

**Ad-Hoc Reporting & Analysis
Taxation/ Statutory Compliances
Team Management/ Trainings**

- Proficiency in Financial Accounting, **Month-end Closing & Reporting & Invoicing** activities, preparation of Ledger Books & Reconciliation Statements and **Finalization of Accounts within time & accuracy norms**
- Skilled in monitoring the inflow & outflow of funds & ensuring optimum utilization of available funds for accomplishment of corporate goals; drove various **financial process improvement, risk control & cost saving initiatives** during the career
- Proactively contributed in **Auditing & Taxation matters** including timely filing of Sales Tax, TDS & VAT returns and providing effective support to Internal & External Auditors for completion of Statutory Audits
- Resourceful in ensuring preparation of **MIS & Other Financial Reports, Balance Sheet, Cash & Fund Flow Statement** to assist the management in critical decision making; comfortable working in an ERP (SAP) and Computerized environment
- An effective communicator with **excellent time management, team building & interpersonal** skills; accurate and precise in all work related assignments with competencies in analyzing & explaining complex financial data with ease

NOTABLE ACCOMPLISHMENTS ACROSS THE CAREER

- Recognised with
 - Genpact (Silver Award) Feb 2020
 - EXL promising new comer (Spark Award) April 2016
 - Going Extra Mile (Gem Award) Oct 2016.
 - Special Appreciation Mar 2017.
 - Going Extra Mile (Gem Award) 2017.
 - Special Appreciation Jan 2018

WORK EXPERIENCE

Since Apr 19: Genpact India Pvt. Ltd.

Performed successful account transition of 2 months in Canada (July - Sept)

Ensuring month end reporting, marginal analysis, variance analysis, month end journal entry, adhoc journal entry, ERP tools knowledge: SAP, JDE, Epicor, Blackline, Winshuttle, Origins, and Tally

Oct 15-Apr 19: Exl Service Pvt. Ltd., Noida, Uttar Pradesh as Assistant Manager (FAO) - Record 2 Report

Jun 15 - Oct 15: Fork & Spoon Pvt. Ltd. as Senior Associate- General Accounting

Mar 13 - May 15: Nijhawan Travel Service Pvt. Ltd., Gurgaon, Haryana as Associate- General Accounting

Key Result Areas:

- Preparation of month, end close activities including month end reconciliation.
- Preparation and review journal entries (reclass, accruals, prepaid, provision, intercompany transaction).
- Working and analyzing month operating expenses working.
- Provide timely explanations of variances between actual results and forecasts/budgets; provide corrective action recommendations to management, where necessary.
- Ensure completion and review of all balance sheet reconciliations and identify and communicate findings and approving them on Blackline
- Work with internal and external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests.
- Responsible for all accounting activities compliance with statutory requirements of audits

Key Result Areas:

- Updating fixed asset detail, including the adding new asset acquisition of fixed asset and disposing the asset when require
- Carrying out:
 - Monthly reconciliation of fixed asset register by adding the cost to the proper cost center
 - Invoice coding to the appropriate fixed asset journal account or expense accounts
- Assessing each invoice and prepared fixed asset journal entries; deriving the company's monthly depreciation and amortization budget
- Working towards reconciliation of intercompany codes for preparing monthly-consolidated data for company.
- Creating fixed asset schedule for monthly cash flow; preparing cash on hand (COH) & stock on hand (SOH) for monthly board-pack finalization
- Fixing accrual & prepayment schedule; passing Journal entries for new leases and updating lease schedules
- Managing intercompany reconciliation; posting month end accruals, pre-payments and their allocations.
- Ensuring month end close Activities, Ad-hoc work

PL. confirm points below:

- Performing Year on Year (YoY) analysis, finalization of monthly outlooks, Financial Reporting and conducting Month-end Pack Review with various stakeholders; forecasting (Bi-annually) which is then uploaded into Hyperion on Sector & Product level
- Catering to ad-hoc data requirements; attending and responding to all ad-hoc queries in an accurate & timely manner; [conducting Variance Analysis to determine difference between projected & actual results](#)
- Coordinating with Internal & External Auditors for facilitating Monthly/ Quarterly Audits & ensuring that accounts prepared are in order
- Performing analytical review of financial statements; interpreting data for determining past financial performance & ensuring that the financial information is presented clearly and on time; analysing & projecting financial probability of new projects
- Undertaking reconciliation of accounts receivable trial balances with general ledger control account; ensuring that accurate claims are filed & receivables are collected; implementing internal control to mitigate any possible risk
- Leading & monitoring the performance of team members and imparting training to them for increasing their efficiency
- Managing various functions like:
 - Month End Accruals, Aging Report preparation for all open items, advances, deposits, cash & retention
 - Customer Account Reconciliation and Month End Closing & Reporting
- Prepared the complete Financial PAC and reported to management on monthly basis
- Interfaced with Internal & Statutory Auditors for ensuring compliance to audit requirements
- Worked on MS Excel & PowerPoint and SAP applications and ensured completion of work with accuracy & within time

PREVIOUS EXPERIENCE

Apr'12 - Jun'12: Edelweiss Broking Ltd. New Delhi as Understanding the Fundamental and Technical Research of Equity Market

ACADEMIC DETAILS

PGPM Finance & Marketing from United world School of Business, Ahmedabad (Gujarat) with 6.66/9 Grade in 2013

MBA in Marketing from Punjab Technical University Finance with 74% in 2013

B. Com. in Finance from M.J.P. Rohilkhand University, Bareilly (U.P.) with 63% in 2010

IT SKILLS

MS office (Proficient with MS Excel/MS office/Internet /Tailored Software's (SAP,JED,Epicore,Origins-Tally ,Busy ,Blackline)

PERSONAL DETAILS

Date of Birth: 10th August 1991

Languages Known: English, Hindi

Present Address: H2-1B Second floor Vatika India Sector-82 Gurugram, Pin Code- 122002, India

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